

**CLEAR LAKE COMMUNITY CENTER RENTAL AGREEMENT**

Event Date \_\_\_\_\_ Times \_\_\_\_\_

Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Purpose of Rental \_\_\_\_\_

**Rental Fees: (MUST be paid before receiving keys)**

Meeting Room* or Kitchen ONLY	\$ 50.00	_____
Meeting Room with Kitchen	\$ 75.00	_____
Main Hall w/ Kitchen	\$ 200.00	_____
Dance in Main Hall w/ Kitchen	\$ 250.00	_____
Wedding Reception/Dance	\$ 450.00	_____
> 8:00 a.m. two days before event until 12:00 p.m. day after event - includes Kitchen & Meeting Room		
Extended Times - Per 1/2 Day	\$ 25.00	_____
Lift & Staff for Ceiling Decorations	\$ 30.00	_____
> Per Hour		
	Subtotal: \$	_____ - _____
	6.5% Tax: \$	_____ - _____
	Total: \$	_____ - _____ Paid _____

**Deposit: \$ 200.00**  
(due within 7 days of reservation)

Deposit Date \_\_\_\_\_

Amount \_\_\_\_\_

Check # \_\_\_\_\_ or CASH

Damage Charges \$ \_\_\_\_\_

Refund Amount \$ \_\_\_\_\_

Refund Date \_\_\_\_\_

FO Check # \_\_\_\_\_

CK # \_\_\_\_\_ or CASH

**KEYS MUST BE RETURNED THE DAY FOLLOWING THE EVENT**  
(may be put in the payment slot at the Municipal Building)

\* There is no fee for the American Legion or Boy Scouts use of the meeting room  
 \*\* Youth organization fund-raiser rate shall be \$75.00 - said fundraiser must be for that non-profit youth organization

The Clear Lake City Council has determined that there will be no rental fee for the following events:  
 American Legion Memorial Day -- American Legion Veterans Day -- Red Cross Bloodmobile  
 American Legion Rodeo Pancake Breakfast -- American Legion Poultry Party -- Deuel County & City Elections

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_ Title: \_\_\_\_\_

City of Clear Lake : \_\_\_\_\_ Date: \_\_\_\_\_

Lessee (above named) agrees to indemnify and hold the City of Clear Lake, its employees and agents, harmless from any and all liability and claims asserted as a result of any errors, omissions, torts, intentional torts, or other negligent acts, including attorney's fees and costs, which arise as a result of Lessee's use or occupancy for the Clear Lake Community Center. I have received a copy of the current rules and regulations concerning this facility.

1. **Property damage:** Lessee is responsible for any and all property damage, exclusive of ordinary wear and tear, incurred or caused by reason of Lessee's use or occupancy of the Clear Lake Community Center. Prior to use or occupancy, Lessee shall examine premises to establish "as is" condition. Damage costs shall be deducted from the maintenance deposit. These costs will be figured at actual costs for repairs and/or replacement costs for items used. Janitorial services in excess of 2 hours will be charged at \$15.00 per hour and deducted from the Lessee's maintenance deposit.
2. Deposit shall be paid in full at the time of making your reservation to confirm your date. If rental is not confirmed by payment within seven (7) days from the date of request, the date will be released from the calendar to allow for another booking on that date. Should your event be canceled, the rental charges shall be refunded at the following rates: 90 days or more prior to event date - 100%; 45-90 days prior to event date - 50%, and a notice of less than 45 days prior to the event date will result in forfeiture of the deposit.
3. It is agreed that if alcohol of any kind or percentage is to be consumed at the event to be held at the Clear Lake Community Center, an operating agreement will be obtained from the City of Clear Lake. The application for this agreement will be made to the City of Clear Lake no less than 45 days prior to the event. The Lessee must provide an approved and responsible security team for all dances and events involving consumption of alcoholic beverages to be held on the premises. Alcohol may only be consumed inside the building. Absolutely no drinking is allowed outside the building.
4. **NO SMOKING/DRUGS:** The Clear Lake Community Center is a no smoking facility. Use of illegal drugs is strictly forbidden and the Sheriff's Department will be immediately notified if illegal activity is discovered or suspected.
5. **Juvenile Parties:** A person over 21 years of age must make all arrangements and sign the rental agreement for juvenile parties. No juvenile will be allowed in the building unless a person over 21 is in attendance. One adult chaperone must be in attendance at all times for each 10 minors present. All names of chaperones must be supplied on the rental agreement prior to renting the facility. Fewer chaperones may be used for certain groups with prior City Council approval.
6. **Decorations:** The use of tape, tacks, nails or anything that may mar the walls is prohibited. All tape must be removed from tables and floors.
7. All doors must be locked at the completion of the event and keys dropped in the outdoor payment slot at the Municipal Building. If the doors are left unlocked, \$25.00 will be withheld from the deposit. If the lights are left on, \$25.00 will be withheld from the deposit. If the keys are not returned to the City Office or are lost, the maintenance deposit will not be returned to the Lessee and an additional \$100.00 fee will be charged to re-key the locks. **Keys must be returned the day following your event** or a portion of your deposit may be withheld.
8. All food items are to be removed from the kitchen, refrigerators, and freezers, before the key is returned to the City Office. Any items left in the kitchen will be disposed of by the janitorial staff.
9. All items must be removed from the Community Center by 12:00 p.m. the following day of the event. Prior arrangements must be made with the City Office if you need the clean-up time extended.
10. The **Meeting Room** is not included with the rental of the Grand Hall, except for wedding rentals. If you would like to rent the Meeting Room there is an additional fee.
11. **PLEASE NOTE!!** The use of **smoke machines and/or any pyrotechnics** in the building could activate the fire alarm system, which is tied directly to the local Sheriff's Office. If smoke machine smoke or pyrotechnics activate the fire alarm and a City employee has to respond, you will forfeit your entire maintenance deposit. You could also be held responsible for compensation to the fire department in the event the fire department responds.