



LINDSTRÖM
 AMERICA'S LITTLE SWEDEN

13292 Sylvan Avenue, Lindström, MN 55045 • (651) 257-0620

Community Center Rental Policy & Agreement

The City of Lindstrom’s Community Center is available for rental.

- The Community Center will seat 300 people. There have been times when it has accommodated more. *Fire Code Capacity: 597 (Combined use) per Building Inspector, March 2011*
- There are 42 tables (2 ½ by 8 feet), 8 round tables (5 feet) and about 335 chairs. Furniture is not to be removed from the building.
- The hall is 97 feet by 42 feet.
- There is a commercial kitchen available. *(Includes: 2 coffee makers that perk a minimum of 50 cups each, commercial size refrigerator, freezer, large stove/oven)*
- Decorations – There are white Christmas lights hung from the ceiling. You are free to turn them on. You are allowed to use 3M Command or Scotch Wall-Saver Removable tape to decorate. No confetti, rice, string streamers, nails or tacks allowed. You may not attach or hang anything from the ceiling or lights.
- **SMOKING IS NOT ALLOWED.**
- All events must end by Midnight.

Rental Fees	Resident	Non-Resident	Damage Deposit
Social, Non-Commercial, Local, & Civic Groups			
1. Week Days			
a. 4 Hours or Less	\$40.00	\$50.00	Full Amount
b. Over 4 Hours	\$70.00	\$80.00	Full Amount
2. Weekend Scheduled <i>More than 3 Weeks of Event</i>			
a. Fridays	\$175.00	\$225.00	Full Amount
b. Weekends & Holidays (October- March)	\$290.00	\$370.00	Full Amount
c. Weekends & Holidays (April – September)	\$315.00	\$395.00	Full Amount
3. Weekend Scheduled <i>Less than 3 Weeks of Event</i>			
a. 4 Hours of Less	\$40.00	\$50.00	Full Amount
b. Over 4 Hours	\$70.00	\$80.00	Full Amount
Commercial			
1. Week Days (Mondays – Friday)	\$125.00	\$150.00	Full Amount
School			
1. Sports Banquets/Social	\$50.00		Full Amount
Police Coverage (Required If Alcohol Present at Event)			
1. Up to 4 Hours (4 Hour Minimum Charge)	\$260.00	\$260.00	
2. Each Additional Hour	\$65.00	\$65.00	

Rates subject to change without notice.

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Exceptions to Rental Fees

1. Veterans' organizations such as the VFW may use the community center free of charge according to the State of Minnesota.
2. Civic/Social/Fraternal organizations that are not Lindstrom-based (50% of membership residing within city limits) will be charged \$45 for 1-4 hour rental, or \$75 for more than 4 hours.
3. Civic/Social Fraternal organizations who use the facility for their regular meetings will be charged \$25 per meeting, not to exceed \$300 per year.
4. The groups listed below may use the community center free of charge for regular meetings. If it is an annual party, banquet, large meetings, and/or assemblies a minimal charge of \$50 is required. If you choose to use the building on a Saturday and your use results in the city missing a full rental opportunity, you will be charged the full \$370. Karl Oskar Days and Celebration of the Lakes events are exempted.
 - a. Sons of Norway
 - b. Swedish Dancers
 - c. Chisago Lakes Schools
 - d. Chisago Lakes Chamber
 - e. LARA
 - f. Lindstrom Cub Scouts & Girl Scouts
 - g. Veterans organizations such as VFW
 - h. Chisago Lakes Historical Society
 - i. Chisago Lakes Lions
 - j. Highway 8 Task Force
 - k. Lindstrom Business Association
 - l. Center Lakes Association

Damage Deposit

All events require a **CASH** damage deposit of \$150. This needs to be paid prior to all events. All or part of the deposit may be refunded if the community center is cleaned satisfactorily and there is no damage to furnishings or the building.

Alcohol & Police Coverage

Sale of Alcohol by a properly Licensed and Bonded Company is allowed **IF** a copy of the License and Bond is provided to City Hall prior to the event. If a License and Bond is not provided Alcohol can only be served, not sold. No Alcohol is allowed outside of the Community Center or in the parking lot. **All events where alcohol is served and/or sold require police coverage by the Lakes Area Police Department.** Please see the Rental Fees regarding the cost for the police coverage.

Discounts

The City is solely responsible for determining which rate is applicable or if any one-time volume or other discounts apply at the time of rental. In the case of wedding receptions only the Bride, Groom, their parent(s) or legal guardian(s) qualify for the Lindstrom Residential rate.

Reservation & Cancellation Policies

Upon receipt of the signed lease, full rental fee, and police coverage payment, the Community Center will be reserved on the requested date. In the event of cancellation, payment will only be refunded if written notice is received no less than 90 days prior to rental.

Event Date: _____



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CONTACT INFORMATION

Name: _____ Group/Organization: _____

Address: _____ Phone Number: _____

City, State, Zip: _____

Email: _____

EVENT INFORMATION

Date: _____ Type: _____

Set-Up Time: _____ Event Start Time: _____ Event End Time: _____

I understand and agree to the above rental agreement. The renter shall pay for all damages, loss, or theft caused by or as a result of the use of the Lindstrom Community Center. The City of Lindstrom assumes no responsibility for property placed in the building and/or on the premises and is released from all liability for all loss, injury, or damages to persons that are sustained by reason of the use of the Lindstrom Community Center under this agreement. The renter/organization's Authorized Representative has read and agrees to comply with the City of Lindstrom's Community Center rental agreement.

If using a catering service, please provide current copy of Caterer's Food/Alcohol License: YES NO

Do you need use of the Stove/oven? YES NO Do you need use of the Freezer? YES NO

Will alcohol be served? YES NO If Yes, what hours? _____

Will you be using the Keg Cold Tap? YES NO

Renter Signature

Date

City of Lindstrom Use							
Rental Fee 101-36220		Date Paid		Cash / Check #		Initials	
LAPD Coverage	(\$260 minimum)	Date Paid		Cash / Check #		Initials	
Damage Deposit	\$150.00	Date Paid		Cash / Check #		Initials	
Copy to & Date:	Renter	LAPD		Public Works		Off-Sale	

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Renter or Authorized Representative will be held responsible for failure to comply with any one or more of the following, any additional cleaning that is done by the custodian may result in retention of a portion or all of damage deposit. Renter expressly agrees to:

1. Inspect the facility to assure that it is adequate for the proposed use and that it is clean and in good repair prior to rental and return to rentable condition by 12:00 pm (noon) the following day or forfeit the full damage deposit.
2. Pay the specified lease fees, damage deposit and other applicable fees and abide by the terms and conditions of said Lease Agreement.
3. Abide by all Federal, State and Local Laws including, but not limited to those regarding the consumption, display, sale and use of alcoholic beverages.
4. Not block any exit doors and access to said doorways during the duration of the event covered by the contract.
5. Not cause or permit any damage or destruction to said premises or furnishings, and hereby waives the return of the damage deposit and will promptly remit to the City of Lindstrom any additional funds necessary for the City of Lindstrom to return the Community Center to the conditions prior to rental including replacement or repair of any and all damage done to the buildings or equipment by the Renter, guests or others present at the Community Center during the period covered by the rental contract.
6. Defend and indemnify the City of Lindstrom for any and all occurrences resulting from or relating to the renter's use of said Community Center, whether occurring on the premise or off-premise, including but not limited to alcohol related incidents, accidental falls, fights, etc.
7. Enforce the "NO SMOKING" rules of the MN Clean Air Act for public buildings.
8. Remove any and all decorations including all tacks and traces of tape, string, etc.
9. Return the Community Center to the state it was when the Renter claimed the keys from the City of Lindstrom.
 - a. Clean and sweep all floors, including the front entry and bathrooms.
 - b. Wipe and clean off all tables and chairs. Return all tables and chairs to their original locations.
 - c. Return kitchen to an orderly condition. Wipe off counters and cabinets, clean sink, stove, refrigerator and clean up all spills, etc. Do not put coffee grounds in the sink.
 - d. Wash and put away any dishes and utensils used.
 - e. Turn off oven. Make sure pilot lights remain lit, if oven was used, (otherwise leave them as you found them.)
 - f. All food and beverage items must be removed from the premises.
10. Remove any garbage in garbage cans. Including the one located just outside the front of the building. Replace liners in all garbage cans. All garbage must be put into the dumpster located north of the building.
11. Turn off all light switches, except the front entry.
12. Make sure all doors are closed tightly and locked before you leave.
13. Be bound by the provisions of this contract.

If prior to or during the term of this lease the premises should be destroyed or rendered unfit for the proposed use by the Renter, by any cause beyond the control of the Renter, this lease shall cancel and any amounts paid by Renter may be refunded.