  ***LOON LAKE COMMUNITY CENTER***

***USER’S GUIDELINES***

**GENERAL INFORMATION**

* Application for Use/Hold Harmless Agreement must be filled out prior to use, along with the paid Security Deposit (if applicable) at the time the reservation is made. The remaining Rental Fee is due prior to the rental date. Cancellations must be made fourteen days prior to the reservation date to receive a refund of the security deposit and/or rental fee.
* A Certificate of Insurance will be required to verify homeowner’s insurance coverage for liability purposes if alcohol is served.
* No smoking is allowed in the building. No Bikes, trikes, rollerblades, etc. allowed in the building.
* First Aid Kits are located in the ice machine room, in each locker room, the kitchen, and canteen closet.
* Heating and cooling are regulated by preprogrammed thermostats.
* Set up of tables and chairs are the responsibility of the user.
* Masking or painter’s tape may be used to secure decorations to walls. Do not use scotch tape, tacks or staples.
* Tables, chairs, and other equipment owned by the Town of White and used at the Community Center are not to be removed from the building.
* **Renters are only permitted to access the building on date of rental indicated on this application. If set up/take down is needed the day prior or after your scheduled event, the renter must pay the 2 day or 3 day fee to access the building for addition days needed.**

IF A BUILDING EMERGENCY ARISES, CONTACT THE CARETAKER JIM JONES at 218-290-2903

**CLEAN-UP CHECKLIST**

* Tables and chairs are to be cleared off and wiped down, and returned to original location.
* Sweep area(s) used. **Mopping will be done by the Caretaker.**
* Kitchen surfaces are to be wiped down. Dishes, coffee pots, etc. are to be returned to their original location.
* If used – Community Center owned dishes must be washed in the dishwasher, direction for use are posted in the dishwasher area.
* All garbage should be placed in the proper receptacles. Place bags at the back door by ice machine.
* Do a final walk through; windows closed, lights, stove, oven off, personal belongings are taken.

**Failure to comply with these guidelines may result in forfeiture of future use privileges.**

Town of White Office: 218-229-2813 Office hours are 8 am-4 pm (Mon-Fri)

Loon Lake Community Center: 218-638-2551

*****LOON LAKE COMMUNITY CENTER***

***3816 HIGHWAY 100***

***AURORA, MN 55705***

info@townofwhite.com

**Rental Agreement**

1. Name:

 If Applicable: Organization:

1. Address:

 City: State: Zip:

1. Telephone: (primary)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_( alternate)
2. Event:
3. Date of Event
4. Time of Event, including set up and clean up: □ a.m. □ p.m. to □ a.m. □ p.m.
5. Will intoxicating beverages be used: □ Yes □ No

 If yes: Proof of Liability Insurance Recommended

 Estimated Attendance:

 **Fee Schedule:**

 \*Class Rooms -up to 4 hours **$20**

 -4 or more hours **$40**

 Room 106/Capacity 49 - Room 107/Capacity 115

 \*Gym -up to 4 hours **$40**

 **-**4 or more hours **$80**

 Capacity 403 with tables & chairs - 865 without

 \* Gym/Bouncy house rental **$240.00** w/ $50.00 holding depos

 \*Gym/Canteen **$135.00**

 \* Kitchen Only **$80.00**

 \* Café Only **$80.00**

 \* Kitchen/Café **$135** includes $50.00 holding deposit

 \* Gym/Canteen/Kitchen: 1 Day: **$310** includes $100.00 holding deposit

 (full building) 2 Days: **$585.00**

3 Days: **$860.00**

Weekly: **$1810.00**

**You may write two (2) separate checks payable to the Town of White when security deposit is required.**

**HOLD HARMLESS AGREEMENT**

I understand that my use of the Loon Lake Community Center is voluntary and that I am using it for my benefit only. I agree that my use of the Loon Lake Community Center facility is undertaken at my own risk and that the Town of White will not be liable for any claims, injuries, damages of whatever nature incurred by me or members of my organization due to the negligence of members of my organization, or the negligence of third parties. On behalf of myself and the organization that I represent, I expressly forever release and discharge the Town, its agents or employees, from any such claims, injuries or damages. I also agree to defend, indemnify and hold harmless the Town from any claims, injuries, or damages of whatever nature arising out of or connected with my use of the Loon Lake Community Center. I also agree to reimburse the Town for any damage or theft of equipment if so warranted.

User/Representative Date

Approved By Date

For Office Use Only

Deposit Date Paid\_\_\_\_\_\_\_/\_\_\_\_\_\_\_/20\_\_\_\_\_ □check □cash Date Returned\_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_

Fee Paid \_ Date Paid\_\_\_\_\_\_/\_\_\_\_\_\_\_/20\_\_\_\_\_ □check □cash Receipt#