



City Of Lester Prairie  
37 Juniper Street North  
PO Box 66  
Lester Prairie, MN 55354  
Phone: 320-395-2646

\*\*\*Revised 2023

## Lester Prairie City Hall Rental Agreement

Date of Application: \_\_\_\_\_

Rental Date Requested: \_\_\_\_\_

**Rental Room Requested: (Check all that apply) Rental fees are due at time of reservation.**

### Large West Room

Resident \$161.06 (includes tax): \_\_\_\_\_ Non-Resident-\$241.60 (includes tax): \_\_\_\_\_

Rental Occupancy Maximum: Chairs & tables: 132 people    Chairs only: 282 people

- 2 checks will be needed – one for rental fee and the **\$300.00 deposit.**  
(Cash is accepted also)
- Deposit is required at time of rental agreement.
- The above fees are for each use. If the use would be for a specified length of time (example –classes held weekly for 8 weeks) or a special event, the fee could be negotiated, depending on the usage, with the City Council.

### North Conference Room

Resident \$64.43 (includes tax): \_\_\_\_\_ Non-Resident-\$85.90 (includes tax): \_\_\_\_\_

- 2 checks will be needed – one for rental fee and the **\$100.00 deposit.**  
(Cash is accepted also)
- Deposit is required at time of rental agreement.
- The above fees are for each use. If the use would be for a specified length of time (example –classes held weekly for 8 weeks) or a special event, the fee could be negotiated, depending on the usage, with the City Council

Start Time Requested for Rental: \_\_\_\_\_

Doors to be opened by: \_\_\_\_\_

End Time Requested for Rental: \_\_\_\_\_

Number of Guests Expected: \_\_\_\_\_

Reason for Rental/Activity: \_\_\_\_\_

## CITY HALL RENTAL AGREEMENT

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Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

Email: \_\_\_\_\_

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

Assistant City Clerk Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Catering Information-If Applicable:**

Caterer's Name: \_\_\_\_\_

Caterer's License Number \_\_\_\_\_ Date \_\_\_\_\_

### **Damage Deposit:**

This damage deposit can be refunded if the rental agreement is complied with, if the rules and regulations are followed, if there is no damage and the facility is left in a clean and orderly fashion when you leave. An authorized representative of the City will inspect the premises and the refund will be determined upon their inspection. This deposit is in addition to the rental fees. All deposits will be returned if and only if rental room is left in condition it was found. The above fees are for each use an individual, group, organization or business, when renting the facilities whereby a fee is taken at the door or when tickets are required for entrance, the rental may be adjusted as determined by the City Council.

### **Rental Disclosure:**

All persons renting the facility must be at least 21 years of age and have a valid Minnesota Driver's License. The City of Lester Prairie reserves the right to deny an application for rental use that may subject the space to abnormal wear and tear. Damages or theft relating to the facility and equipment within the room will be the responsibility of the renter and they will be liable for all replacement costs. Individuals/Organizations are responsible for leaving the room in the same condition as they found it. Tables and chairs must be positioned and set as they were found, failure to do so will result in the forfeiture of the entire deposit. All damages caused during the event or as a result of the rental will be the responsibility of the applicant. The City of Lester Prairie does not assume liability for injury to participants or others during the use of the facility. All renters must agree to indemnify and hold harmless the City of Lester Prairie against all losses or liability.

### **General Renting Rules:**

The following are prohibited activities for all individuals using City of Lester Prairie room space; those who participate in these activities may be asked to leave the facility and may have future use privileges removed.

- 1) The use of offensive language or providing offensive material.
- 2) Possession of firearms.
- 3) Fighting or other physical abuse.
- 4) Possession or use of illegal drugs.
- 5) Smoking or use of smokeless tobacco.

**Other Facility Rules:**

- 1) Nothing may be attached to the walls (taped, nailed, pinned, etc.)
- 2) All tables being used must be covered by a tablecloth or covering.
- 3) Do not drag tables or chairs on floor as they will damage floor and you will be responsible.
- 4) Tables and chairs may not be removed from facility.

**Scheduling:**

All scheduling, for the rental facility will be done through the City Clerk's office Monday-Friday 8:00 a.m. to 4:00 p.m.; on a first come- first serve basis.

**Access to Building:**

The doors will be opened and locked by an authorized representative of the City. Once the door is opened, you are responsible for your belongings. Keys are not given out to parties renting City Hall.

**Security:**

The Lester Prairie Police Department may periodically and/or frequently check your event for compliance with facility rules. The Renter is responsible for all invited and uninvited guests attending your event. Causing a nuisance may, at the discretion of the Police Department, be grounds for ejection from the facility. The renter is financially responsible for all damages that occur during your reservation time.

**Renting Regulations:**

1. The Renter will use only the room(s) in which the lessee has reserved and paid for. Rooms not included in this agreement cannot be used for playing cards, children to play in, to eat in, etc.
2. The Renter will keep the premises in a neat and clean fashion and allow no destruction to occur thereon and upon the completion of the use of the premises for the purpose herein, will clean the facilities, allow no trash, debris or any other item to remain thereon and to restore the premises in the condition in which they were provided.
3. **Children will be watched and not left to run unsupervised. No one will sit on the counter tops, tables or hang from the coat racks.**
4. **Noise levels and behavior must be maintained as to NOT receive complaints from anyone in the neighborhood. If a complaint is received the Lester Prairie Police Department has the right to request the noise be turned down, behavior corrected or request that the party be shut down.**
5. That the Renter will reimburse the City of Lester Prairie for the costs of replacement of any item or thing which may be damaged as a result of the use of the facility, including any and all materials and labor for such repair and replacement. This includes any inventory or supply items.
6. Any food served at a function on the premises that has been prepared for a fee must be furnished by a licensed caterer and prepared in that licensed caterer's kitchen, or by a business that holds a current restaurant license or Food Handler's License. Potluck dinners or group gatherings where food and dishes are brought by participants are exempt from this ruling. You must provide the name of the caterer and their license number and the date of the license.
7. That the Renter, in consideration of the use of the premises herein, agrees to hold and save harmless the City of Lester Prairie from any and all events, occurrences, accidents or any other thing of any nature of decryption which may result during the use by the Renter on the City Of Lester Prairie premises herein and further agrees and warrants to defend the City Of Lester Prairie from any claims, suits or actions which may result from any occurrence which may occur on the premises during the time the Renter is in possession herein under, including but not limited to all damages, interest, costs, attorney's fees and any other expense which may result to the City Of Lester Prairie by reason thereof.
8. **NO** dances are allowed.
9. The Renter is responsible for setting up and taking down of the rented area as well as cleaning up the rented area. This must be done the day of the event.
10. **NO** alcohol is to be served and/or sold after midnight.
11. **ALL** persons must be out of the building by midnight.
12. Snow removal will be the responsibility of the Renter when use is not during city employee working hours.

13. Both bathrooms, and the kitchen (if used) and the room/rooms rented are to be cleaned before you leave. (See the cleanup checklist).
14. The building is to be left clean and orderly and set back up the way you found it.
15. Thermostats should be turned down to 50 degrees in the winter and up to 85 degrees in the summer when you leave.
16. There is a security light in the hallway which remains on 24 hours a day. All other lights should be turned off when you leave.

### **Violations:**

The City of Lester Prairie reserves the right to refuse use of the facility to any individual or organization who has previously violated any terms of this policy.

### **Clean-Up Checklist:**

1. All tables are to be wiped off and re-stacked on the cart or designated area.
2. All floors should be swept and mopped up of spills, including the bathrooms, **floors should be cleaned with plain HOT water only; no chemicals/cleaners should be used on the flooring.**
3. All trash containers should be emptied into the dumpster located on the west side of the building.
4. Thermostats should be adjusted.
5. Dish towels used should be taken home and laundered and returned immediately.
9. Dust mops, mops, buckets, etc., are found in the furnace room.
10. Stove and countertops should be wiped off, **countertops should be cleaned with plain HOT SOAPY water only; no chemicals/cleaners should be used on the countertops.**

### **Room Set-Up:**

After rental, the building needs to be set up as you found it; as follows:

#### ***1. Large West Room:***

- a. Stack banquet tables on the rack.
- b. Chairs should be placed in the racks.
- c. Bar should be placed along the south wall.

**Rental Inspection:**

The City of Lester Prairie requires a walk through prior to your rental event; all walk throughs must be completed during normal City Office business hours. You must list any damages that you see for your rental areas on the inspection form so that you are not charged for damages that you did not occur at your rental. Following your event an additional inspection will occur by City Staff to inspect for damages; any damages found at this time and not listed on the inspection form you filled out will be your responsibility and will be taken out of your damage deposit. Please use the attached drawing/diagram to mark and identify damages, markings or Misc. concerns at the City Hall Facility prior to your rental. Please note them below as well.

**Bathrooms:**

Floors: \_\_\_\_\_  
Walls: \_\_\_\_\_  
Ceilings: \_\_\_\_\_  
Petitions: \_\_\_\_\_  
Counter Tops: \_\_\_\_\_  
Sinks: \_\_\_\_\_  
Mirrors: \_\_\_\_\_  
Changing Table: \_\_\_\_\_  
Outlet Covers: \_\_\_\_\_  
Urinals/Toilets: \_\_\_\_\_  
Doors/Trim: \_\_\_\_\_

**Entry Way/ Hall/ Large Meeting Room:**

Floors: \_\_\_\_\_  
Walls: \_\_\_\_\_  
Ceilings: \_\_\_\_\_  
Doors/Trim: \_\_\_\_\_  
Outlet Covers: \_\_\_\_\_  
Fire Extinguishers: \_\_\_\_\_  
Coat Rack: \_\_\_\_\_

**Kitchen:**

Floors: \_\_\_\_\_  
Walls: \_\_\_\_\_  
Ceilings: \_\_\_\_\_  
Floor Vents: \_\_\_\_\_  
Counter Tops: \_\_\_\_\_  
Sinks: \_\_\_\_\_  
Cabinets: \_\_\_\_\_  
Appliances: \_\_\_\_\_  
Griddle: \_\_\_\_\_  
Doors/Trim: \_\_\_\_\_  
Outlet Covers: \_\_\_\_\_  
Fire Extinguishers: \_\_\_\_\_

**North/South Meeting Rooms:**

Floors: \_\_\_\_\_  
Walls: \_\_\_\_\_  
Ceilings: \_\_\_\_\_  
Doors/Trim: \_\_\_\_\_  
Outlet Covers: \_\_\_\_\_  
Fire Extinguishers: \_\_\_\_\_  
Floor Vents: \_\_\_\_\_  
Flag: \_\_\_\_\_

