

LAKE NORDEN COMMUNITY CENTER
520 Main Avenue, Lake Norden, SD 57248-0213
RENTAL AGREEMENT

Event Date _____ Time: From _____ To _____

Organization _____

Contact Person _____ Phone _____

Address _____

Email: _____

Purpose of Rental _____

Charges: (*Must be paid before receiving key*)

Maintenance Deposit: **\$ 500.00**
\$700 deposit if alcohol involved
(*Due within 7 days of reservation*)

Deposit date _____

Main Hall/Meeting Room 300.00 _____

2nd Day Rate 200.00 _____

Kitchen 50.00 _____

***Kitchen when rented with the
main hall*

25.00 _____

Subtotal: _____

Total: _____

Amount **\$ 500.00**

Check # () Credit Card () or Cash ()

Damage Charges _____

Refund _____

Refund Date _____

F/O Check # _____

By _____ Date: _____

Organization _____ Title: _____

City of Lake Norden by _____ Date: _____

**Request for lease of the Lake Norden Community Center
Located at 520 Main Avenue from the City of Lake Norden**

“This institution is an equal opportunity provider, and employer.”

Renter/Lessee Information:

Name: _____

Mailing Address: _____

Work Phone: _____

Rent/Lease of the Lake Norden Community Center (Check all that you wish to use/rent):

Main Hall: \$300

Kitchen only: \$50.00

Kitchen when rented with main hall: \$25.00

Deposit fee: \$500.00 is due upon reserving the facility (\$700 if there's alcohol). The deposit fee shall be returned if the building is left clean and undamaged after use.

(Signature of person requesting services)

Date

Information for Government Monitoring Purposes

“The following information is requested by the federal government for certain types of loans and grants in order to monitor the compliance with the Federal Civil Rights laws prohibiting discrimination against applicants seeking to participate in the program. You are not required to furnish this information, but are encouraged to do so. This information will not be used in the evaluation of your application and the law requires that a program recipient may discriminate neither based on this information nor on whether you choose to furnish it. However, if you choose not to furnish it, under federal regulations, this program representative is required to note race/ethnicity on the basis of visual observation or surname.”

I do not wish to furnish this information

Ethnicity (mark only one):

Hispanic _____

Non-Hispanic _____

Race (mark one or more):

Native American _____

Asian _____

African American _____

White _____

Hawaiian or Pacific Islander _____

Gender:

Male _____

Female _____

***Information provided by Management _____

This policy is to be reviewed by the Lake Norden City Council in March of each year.

Liability: Lessee (above named) agrees to indemnify and hold the City of Lake Norden, 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 Lake Norden Community Center. I have received a copy of the current rules and regulations concerning this facility.

Emergency: If an emergency arises in the City of Lake Norden, then the City is authorized to use the Community Center immediately for the safety of its residents and guests. The Lessee shall be refunded its charges.

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 Lake Norden 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 items used. Janitorial services will be charged at \$30.00 per hour and deducted from the Lessee's maintenance deposit.
2. **Deposit:** 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%A notice of less than 45 days, prior to the event date, will result in forfeiture of the deposit.
3. **Alcohol:** It is agreed that if alcohol of any kind or percentage is to be consumed at the event to be held at the Lake Norden Community Center, an operating agreement will be obtained from the City of Lake Norden. The application for this agreement will be made to the City of Lake Norden 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 Lake Norden Community Center is a no smoking facility. Use of illegal drugs is strictly forbidden and law enforcement 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 written City Council approval.
6. **Decorations:** The use of tape, tacks, nails or anything that may mar the walls is prohibited. If tape must be used on the floor, only painters' tape is allowed and must be removed by the lessee at the end of each event.
7. **Doors & Lights:** All doors must be locked at the completion of the event and keys returned to the City Office or City Finance Officer. If the doors are left unlocked after use of the building, then \$25.00 will be withheld from the deposit. If the lights are left on there will be a \$25.00 charge. If keys are not timely returned to the City Office, then the maintenance deposit will not be returned to the Lessee. In the event the key is lost, then there will be an additional \$100.00 fee to re-key the locks.
8. **Food:** 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 City staff.

9. Cleaning: The Lake Norden Community Center will be cleaned at 12:00 noon on the following day. All items must be removed by that time. If that is not possible, then prior arrangements must be made with the City Office.
10. Meeting Room: **The Meeting Room is not included with rental of the Grand Hall.** If you wish to use the Meeting Room, then there is an additional fee.
11. Fire & Smoke: ***It is important to note***, that 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 any smoke or pyrotechnics activate the fire alarm and a city employee has to respond, then 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 to the alarm.
12. The City of Lake Norden requires all chairs and tables are for use within the Community Center and shall neither be removed nor rented to individuals or businesses other than for events held in the Community Center at 520 Main Avenue.