LAKE CRYSTAL COMMUNITY ROOM AGREEMENT

The following are the fees for the use of the Community Room:

- $50.00 Fee – 8 Hours – Non-Refundable
- $25.00 Fee – 4 Hours – Non-Refundable
- $50.00 Deposit – Refundable – After Inspection

No fee will be required from government entities and 501C3 Non-profit Organizations, except a $50, refundable damage deposit will be required to reserve the room.

Other groups, organizations and individuals will pay the above fee schedule for use of the Community Room.

All fees and approvals will be determined and collected by the Staff at City Hall.

A key can be picked up at City Hall one (1) week prior to your event.

Rental or use of the Community Room will be limited to groups of 60 people or less. Larger groups will be directed to an alternative facility.

Reservations for the Community Room can be made only three (3) months in advance.

Parties renting the Community Room are not authorized, at any time, to enter any rooms other than the Community Room and kitchen.

Parties using the Community Room must understand that theft or misuse of the facility will not be tolerated.

No Alcohol will be allowed.

Anyone using the Community Room is completely responsible for leaving the room in a clean and organized state. The Community Room facilities must be cleaned immediately after the event.

The following are the clean-up instructions:

1. Bring your own coffee & supplies (coffee pots must be plugged in 30 min. before using);
2. Bring your own towels and cleaning supplies;
3. Wipe tables & countertops (tables can not be removed from the building);
4. Bring your own table covers to cover all tables that you use (12 round, 4 oblong);
5. No Signs posted on the walls;
6. Wash, dry, and put away all dishes;
7. Vacuum & clean spills immediately;
8. Wipe off & return tables & chairs to original position; (photo included as an attachment);
9. Adjust thermostat when leaving (70°);
10. Turn off all lights (lighting instructions are included as an attachment)
11. Remove bagged garbage to refuse cart located along outside along the east side of the building; *New bags located at the bottom of the garbage can or under kitchen sink.*
12. Lock Building;(locking instructions attached);
13. Return Key to City Hall (Monday – Friday 8am to 4 pm or leave in drop box)

After an Inspection of the Community Room has been completed and the janitorial staff has notified City Hall staff that the Community Room was left in satisfactory condition, the $50.00 deposit fee can be mailed back to you.

Repair costs resulting from any damages to the premises or equipment will be charged or deducted from the deposit fee of the user renting the Community Room. If replacements or repair costs exceed the deposit fee ($50), the responsible user will be billed the difference.

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Refundable</th>
<th>Payment Method</th>
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<tbody>
<tr>
<td>$50.00 Flat Fee – 8 Hours – Non-Refundable</td>
<td>Cash/Check</td>
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<tr>
<td>$25.00 Flat Fee – 4 Hours – Non-Refundable</td>
<td>Cash/Check</td>
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<tr>
<td>Free - Government entities and 501C3 Non-Profit</td>
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I have read the above rules and hereby agree to abide by those rules.

Organization/Type of Event: ______________________________________________________

Person Responsible (age 21 or more) _______________________________________________

Address: ______________________________________________________________________

Phone#: ___________________________ Date(s) of Event: _____________________________

Start Time: _________________________ End Time: _________________________________

Signature: ___________________________ Date: ________________________________

In case of Emergency please call Teri Hobart – 351-1905

Adopted January 5, 2009
Amended January 1, 2020