



# City of Lake Crystal

100 E Robinson – PO Box 86  
Lake Crystal, MN 56055  
Phone: 507-726-2538 Fax: 507-726-2265

## LAKE CRYSTAL COMMUNITY ROOM AGREEMENT

\*\*Deposit refund will be made out to the information listed below. Please write legibly and provide all information requested.

**Name/Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
Number and Street City State Zip code

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Date(s) of Event:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**Type of Event:** \_\_\_\_\_

I have read the rules and hereby agree to abide by those rules.

\_\_\_\_\_  
*Applicant's Signature* *Date*

\*\*\*\*\*

### OFFICE USE

	<u>Payment Type</u> (circle item)	<u>Date Payment</u> <u>Received</u>
\$50.00 Deposit – Refundable After Inspection	Cash / Check	_____
\$35.00 Fee – 4 Hours – Non-Refundable	Cash / Check	_____
\$60.00 Fee – 8 Hours – Non-Refundable	Cash / Check	_____

No Fee Charge - Government Entities and Non-Profit  
*\*Non-profit must have 501(c)(3) status to receive no fee charge*

**Assigned Key #** \_\_\_\_\_ **Key Returned to City?** \_\_\_\_\_

**Date Refund Request Submitted  
to Accounts Payable**

Deposit Refunded: Yes / No \_\_\_\_\_

If not refunding, document reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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## LAKE CRYSTAL COMMUNITY ROOM AGREEMENT

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

\$60.00 Fee – 8 Hours – Non-Refundable

\$35.00 Fee – 4 Hours – Non-Refundable

\$50.00 Deposit – Refundable – After Inspection

*Free - Government Entities and Non-Profit*

*\*Non-Profits must have 501(c)(3) status to receive no fee charge*

Reservations taken for the government entities and Non-profit Organizations (501c3 status) will be at no charge. Deposits are required for all non-profits, government entities, groups, and organizations.

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 up to six (6) 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. This will result in the loss of your deposit.**

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.

**(See back for clean-up instructions)**

**The following are the clean-up instructions:**

1. **Bring your own coffee & supplies** (*Instructions for use of the coffee machine are posted in the kitchen*)
2. **Bring your own towels and cleaning supplies.**
3. Wipe tables & countertops after use (tables cannot be removed from the building).
4. Bring your own table covers to cover all tables that are used (12 round, 4 oblong).
5. **Absolutely NOTHING on the walls.** If paint is torn, this will result in loss of deposit.
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 the outside of the east side of the building; *New bags located at the bottom of the garbage can.*
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 will be refunded to the name/organization listed in the application.

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.

**In Case of Emergency, please call Rosemary Froen 507-726-2772, leave a message if no answer.**