

CITY OF HECTOR COMMUNITY CENTER RENTAL APPLICATION

Individuals, groups or organizations desiring to use the Hector Community Center facilities must complete an application and submit it to City Hall at 301 Main Street South, Hector MN 55342. The application needs to be completed only once for organizations using the facility periodically during the year. Attached to this application must be a **separate** check for the required damage deposit. The application will be reviewed in light of these guidelines and the availability of the facility. The City of Hector office staff will advise the applicant to the status of their request as soon as possible. Usage requests are not approved until the City of Hector office staff has advised the requesting organization or party.

Name of Applicant _____

Applicant's Address _____

Phone Number _____

Date(s) of Use _____ Time Requested _____

Type of Activity _____ Estimated Attendance _____

Special Requests _____

Food/Beverages Served _____

If yes, please indicate _____

- Attendees will not be allowed in the building until the leader (name of applicant) has arrived
- Leader is responsible for ensuring that the rules and regulations for use of the Hector Community Center are complied with
- The leader (name of applicant) must be the last one to leave
- If arrangements must be changed or canceled, please contact the Hector City Office as soon as possible before the scheduled use

HOLD HARMLESS AGREEMENT

I understand that my use of the Hector Community Center is voluntary and that I am using it for my benefit only or for the benefit of the group I represent. I agree that my use of the Community Center facility is undertaken at my own risk, or at risk of the group I represent, and that the City of Hector will not be liable for my 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 their parties. On behalf of myself and the organization that I represent, I expressly forever release and discharge the city, its agents or employees, from any such claims, injuries or damages. I also agree to defend, indemnify and hold harmless the City from any claims, injuries or damages of whatever nature arising out of or connected with the use of the Community Center. I also agree to reimburse the City for any damages, breakage, maintenance or theft of equipment or real property, beyond the damage deposit figure if so warranted. **I understand and have read the NEW Rules & Regulations form in regards to no hanging of signs or announcements using nails, tacks & tape of any kind.**

Name of Applicant

Date

CITY OF HECTOR COMMUNITY CENTER DAMAGE DEPOSIT CHECKLIST

Duties must be completed after your event

1. All tables must be wiped clean and returned to original positions.
2. Decorations must be removed completely.
3. Garbage must be removed with new bags inserted. Garbage to be deposited in the dumpster.
4. Bathroom sinks must be clear and toilets flushed.
5. All food and beverages must be removed. Please check refrigerator and freezer before leaving.
6. Dishes, utensils, equipment, etc. must be washed, dried and stored.
7. Do not put coffee grounds into the sinks.
8. Kitchen sinks must be drained and wiped.
9. Ovens to be cleaned if used.
10. All floors must be swept and mopped.
11. Instructions for the thermostat are on the wall by the thermostat.
12. Doors must be locked when you leave. Key must be turned into City Hall. If keys are not returned, you will be charged for the re-keying of the locks. If your deposit does not cover the re-key, you will be billed for the difference.
13. Read the **NEW Rules & Regulations** form in regards to no types of signage, announcements or decorations to be used on walls that is printed on the back of this sheet.

Damage deposit of \$200 is required of all renters and will be refunded if the building is left in satisfactory condition including no nails holes, tacks, or tape used. If conditions are met, your deposit will be returned to your by mail the following week after the building is vacated and cleaned.

Cleaning supplies are in the closet in the center kitchen and must be returned there in an orderly fashion.

**THANK YOU FOR HOSTING YOUR EVENT
AT THE HECTOR COMMUNITY CENTER!**

ATTENTION:

NEW Hector Community Center Rules and Regulations:

No one is allowed to hang any type of signage, announcements or decorations in the Community Center at any time.

Rental Rules and Regulations:

- **NO nails can be used to hang items on walls**
- **NO tacks can be used to hang items on walls**
- **NO tape, of any type, can be used to hang items on walls**
- **3M Command hooks & Velcro strips may be used to hang decorations on the day of your event**
However, if any damage occurs when you remove your 3M Command hooks and Velcro strips, your \$200.00 damage deposit will be retained to fix the damage and repaint the entire wall from corner to corner
- **NO "Spot" painting will be done to fix damages**