

# LIBRARY COMMUNITY ROOM POLICY AND RENTAL AGREEMENT

P.O. Box 238, 51 Spruce Ave W, Kimball, MN 55353

City Hall Phone: (320)398-2725

Renter \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Rental Date/Time \_\_\_\_\_  
 Event \_\_\_\_\_

Office Use Only	
Date Received	_____
Deposit Paid	_____
Date Key Issued	_____
Key #	_____
Key Issued To	_____

**Library Community Room Rate: Deposit: \$50 (required to secure reservation)**

The renter must sign this Rental Agreement in the space provided below. By doing so, the renter agrees to adhere to all policies, unless special arrangements have been noted by staff on this rental agreement, and agrees to accept the consequences for their failure to do so.

- A. **RESERVATIONS/DEPOSIT:** A reservation is not official until this Rental Agreement is completed and the \$50 deposit has been paid. The deposit will be returned if the city staff determines that all the conditions of this agreement have been met.
- B. **Occupancy:** 52 persons
- C. **CANCELLATIONS:** If the renter cancels their reservation 30 days prior to their reserved date they will get 100% of their deposit back. If less than a 30 days' notice is given no deposit will be returned, but the renter will have no further obligation.
- D. **COMMUNITY ROOM HOURS:** 6:00 AM – 10:00 PM
- E. **ALCOHOL:** Consumption of alcoholic beverages is **PROHIBITED** on city property.
- F. **TRASH:** Trash receptacles and bags are provided. All receptacles must be emptied at the end of the event into the garbage and recycling bins located near the south entrance of the building.
- G. **KEYS:** Community Room keys can be picked up the day before (Friday if your event is on a Sunday) your event at City Hall. Keys must be returned to City Hall the next business day following the rental. If preferred, keys may be returned following your event by depositing them in the mail slot on the south door at City Hall.
- H. **CLEANING FACILITY:** Renters are responsible to clean up the facility following their event. Don't forget to empty the garbage receptacles. Cleaning product is kept in the storage room/closet.
- I. **FACILITIES AVAILABLE AT THE COMMUNITY ROOM:**

- |                  |           |           |           |            |
|------------------|-----------|-----------|-----------|------------|
| 1 Fridge/Freezer | Sink      | Bathrooms | Microwave | Coffee Pot |
| 13 Tables        | 52 Chairs |           |           |            |

**Hold Harmless Agreement:** I hereby agree to release all liability from the City of Kimball for any loss, damage, injury and/or expense that I, or any participants of my event, may suffer as a result of my use of the Library Community Room. I also agree to reimburse the city for any damages that may occur during my event.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# KIMBALL LIBRARY COMMUNITY ROOM CLEANING CHECKLIST

*Deposits will be refunded provided entire checklist is complete, there is no damage to the facility or its components, and all personal property is removed.*

\_\_\_\_\_ Chairs cleaned and stacked orderly in the storage room

\_\_\_\_\_ Tables wiped clean and placed orderly in the community room

\_\_\_\_\_ All countertops and cabinets wiped clean

\_\_\_\_\_ Sink cleaned and rinsed

\_\_\_\_\_ Refrigerator wiped clean (inside, outside, handles shelves, drawers, doors) all items removed.

\_\_\_\_\_ Building floors (including bathrooms) must be cleaned, swept, vacuumed and mopped immediately after the event.

\_\_\_\_\_ Walls, windows, and bathroom mirrors clean from any markings

\_\_\_\_\_ All garbage bagged and taken to the garbage cans

\_\_\_\_\_ Make sure all light switches are off. The other lights in the building will shut off when there is no activity in that area.

\_\_\_\_\_ Make sure all doors are locked