

---

## **RENTAL FEES**

To reserve your date, the rental fee and security deposit are due upon reservation.

### **Refund Policy:**

- Cancellation of your event prior to 14 days before your scheduled event will result in a full refund, minus the Credit Card and/or ACH processing fees paid.
- Cancellation of your event within 14 days of your scheduled event date will result in no refund of your rental fee. The security deposit will be returned minus the Credit Card and/or ACH processing fees paid.
- If the City cancels an Event, the Renter may be entitled to a full refund, unless the Renter was in breach of this rental agreement.

## **CLEANING/DAMAGE DEPOSIT**

A damage deposit of \$250.00 is required for holding all rentals and is due at the time of application. Insurance of Liability, if required, must be submitted prior to picking key. Your damage deposit will be refunded after the event upon returning the key to the facility, returning the completed ICC Clean-Up Form, and the City has completed a final inspection of the facility. If damage fees are collected, you will be reimbursed the difference minus the Credit Card and ACH processing fees. **If no damage fees are assessed, the damage deposit will be returned minus the Credit Card and ACH processing fees. We encourage all of our renters utilize the ACH method of payment to limit processing fees.**

Replacement charges for damaged and/or broken property will be as provided in the Rental Agreement. All other items will be billed to you at the replacement cost, should those items exceed the damage deposit amount provided.

Damage fees will be charged as follows (plus taxes and payment processing fees):

- Cleaning \$ 55.00 per hour (minimum)
- Tables \$130.00 each, plus tax
- Chairs \$ 30.00 each, plus tax
- Unreturned keys \$250.00 plus tax (this includes completing and retuning the ICC Clean-Up Form)
- Other Items To be determined based on replacement cost, plus tax.

## **ADDITIONAL TERMS**

### **Events with Alcohol:**

- Alcohol is prohibited on the premises unless specifically approved by the facility Parks and Recreation Coordinator as part of the Rental Agreement.
- If alcohol is approved by the Parks & Recreation Coordinator to be served at the Event, it shall not be sold unless sold by a licensed caterer or provider with a valid liquor license and proof of required insurance coverage naming the City as an additional insured (see Liability Insurance section).
- All beverages served must be from a non-glass container.
- Security is required at Special Events serving alcohol. Obtaining and payment for security is the renter's responsibility. Proof of security for special event must be given to Parks and Recreation Coordinator at least 30 days prior to event.
- If alcohol is permitted, service must end one hour prior to the end of the event.
- If alcohol is served, the Renter must have adequate procedures in place to ensure that no one under the age of 21 is served alcohol and to ensure no one is served alcohol in an

---

amount to cause intoxication.

- If the Renter is found to have violated the alcohol policy as stated above or had not received prior approval for alcohol at the Event, the City shall immediately terminate the Event and declare the Renter in breach of the Rental Agreement.

### **Certificate of Liability Insurance:**

- A Certificate of Liability insurance is required for all Special Events Rentals. The City, in its discretion may require Full Day Rentals to provide a Certificate of Liability Insurance meeting the requirements below.
  - \$1,000,000 minimum coverage per occurrence and \$300,000 per claimant.
  - Your Certificate of Liability insurance copy is to be received by the Parks and Recreation Coordinator at least 30 days prior to the event.
  - The City shall be named as an additional insured on the Certificate.
  - The insurance policy must be issued by an insurance company licensed to do business in the state of Minnesota.
  - Insurance shall cover liability for injury, death and property damage, including coverage for alcohol related claims.

### **Cleaning:**

- Renters have the option of cleaning the facility themselves after the event or hiring assistance for the cleaning for a fee.
- Prior arrangements for hired cleaning to be completed on their behalf must be made thirty (30) days prior to the event and approved by the Parks and Recreation Coordinator. The cleaning fee of \$250.00 shall be paid directly to the City of Isanti. Renters are still responsible for removing all personal belongings, decorations, and trash from the premises. The ICC Clean-Up Form outlines the responsibilities of the Renter if cleaning is hired or completed by the Renter. The cleaning fee provides 2 hours of custodian services; each additional hour of cleaning will be billed to the renter at \$55/hr.
- Confetti, paper shredding machines, fog machines, bubble machines and rice are not permitted in the facility. A portion of your damage deposit will be withheld if additional cleaning services are required due to the usage of the above stated items at a rate of \$55/hr.
- Tables and chairs must be returned to their location as part of Rental cleanup and outlined in the ICC Layout.
- The Renter is responsible for leaving the facility in as good or better condition than found (see ICC Clean-Up Form).
- It is suggested that you do not serve liquids that may stain easily (i.e. red koolaid) and that you use table cloths to prevent staining the tables.
- The ICC Clean-Up Form must be completed by the Renter and turned in with the key for a deposit refund to be processed.

### **Smoking:**

- Smoking is prohibited inside the Community Center at all times.
- Smoking is permitted outdoors of the facility in designated posted areas only. Smoking in non-designated areas or indoors will result in a \$200 damage fee. Parking.
- No parking is allowed in front of surrounding residential houses or areas which would prohibit local residents from accessing their property.
- Additional public parking can be found in the City Hall parking lot.
- Refund Policy.
- Cancellation of your event prior to 14 days before your scheduled event will result in a full refund. Cancellation of your event within 14 days of your scheduled event date will result in no refund of your rental fee. The security deposit will be returned. If the City cancels an Event, the Renter may be entitled to a full refund of any fees paid unless the Renter was in

---

breach of the rental agreement.

**Facility Capacity/Tables/Chairs:**

- The facility has a maximum capacity of 210 people.
- 13 Tables and 50 chairs for (for inside use only) are available at no extra cost for all rentals.
- If you have the event rented for a Special Event, you will receive instructions on how to access additional tables and chairs. If the Community Center key is not returned within forty-eight (48) hours following the event, a no key return charge of \$250.00, plus tax will be deducted from the damage deposit or billed to you.

**Key Pick-up and Return:**

- The key to get into the Community Center must be checked-out and picked-up from City Hall during business hours between 8:00a.m. – 4:30p.m, Monday - Friday, the week of the event.  
**The key will not be checked-out on Saturdays or Sundays.**
- If you do not pick-up the key during business hours on the designated days leading up to your reservation, your reservation will be determined to have been cancelled by you, the Renter, and no rental refund will be issued.
- The key must be returned to City Hall within 48 hours of the rental and can be dropped in the Utility Payment box in front of City Hall. Unreturned keys will result in forfeiture of your damage deposit.
- The completed ICC Clean-Up Form should be turned in with the key.
- If the Community Center key is not returned within forty-eight (48) hours following the event, with the ICC Clean-up Form, a no key charge of \$250, plus tax and processing fees will be deducted from the damage deposit or billed to you.

**NO GUARANTEE OF AVAILABILITY**

I understand that even though I have reserved the Isanti Community Center for the date and time specified in this application, it is possible that the Community Center may be unavailable for my use on that date if any major component necessary for the comfortable or safe accommodation of those intending to use the facility should fail or become non-functional prior to the date and time of my planned event. Therefore, the City of Isanti cannot and does not guarantee the availability of the facility for my event. In the event of a component failure the rental and deposit fees will be returned to the Renter. Component failures that could cause cancellation of my event include, but are not necessarily limited to, the heating, ventilation, air conditioning or fire sprinkler systems and major kitchen appliances and equipment.

I, as the applicant, assume all risk that my event may have to be cancelled with or without prior notice in case of any such component failure which in the sole judgment of the City of Isanti makes it unsafe, impractical or economically non-feasible to accommodate my event as scheduled. I hereby waive any potential claim of liability against the City of Isanti resulting from any such cancellation and further hereby agree to hold the City of Isanti, its employees, agents and officers harmless from any and all claims or liability for any damages resulting or allegedly resulting to any person or entity as a consequence of the cancellation of my planned event due to the failure or non-functioning of any such component.

**LIABILITY REQUIREMENT**

I understand that I may have to provide proof of liability insurance in the amount noted within the Rental Information for the Isanti Community Center 30 days prior to my Rental. I hereby personally agree to indemnify and hold harmless the City of Isanti, its employees and agents, for any liability whatsoever, whether to myself, or other persons or entities, resulting from consumption by any person of alcoholic beverages at the event or function I have requested to be scheduled at the Isanti Community Center. In addition, if said event or function is sponsored by any organization, I hereby

---

represent that I have the authority to act on behalf of the organization, and I hereby agree, on behalf of the organization named in the Reservation/Application, that said organization will indemnify and hold harmless the City of Isanti, its employees or agents, from any liability whatsoever, whether to said organization or other persons or entities, resulting from consumption of alcoholic beverages at said event or function.

### **Isanti Community Center Free Wi-Fi Public Use Policy**

- The purpose of this policy is to guide the acceptable use of the Isanti Community Center Free Wi-Fi services. Any individual connected to the Isanti Community Center Wi-Fi Guest Network in order to use it directly, or to connect to any other network(s), must comply with this policy and the stated purposes and of any other network(s) or host(s) used. The City of Isanti makes no representations or warranties concerning the availability or security of the free wireless network and all use is provided on as-is basis.
- The City of Isanti takes no responsibility and assumes no liability for any content uploaded, shared, transmitted, or downloaded by you or any third party, or for anything you may encounter or any data that may be lost or compromised while connected to the Isanti Community Center Wi-Fi Guest Network. By logging on, users agree to hold the City of Isanti harmless for any damages that may result from access to the Internet or inappropriate usage.
- The City of Isanti reserves the right to disconnect any user at any time and for any reason. The Isanti Community Center Wi-Fi Guest Network is provided as a courtesy to allow our guests access to the internet. Users will not be given access to the City of Isanti intranet or permission to utilize devices owned by the City of Isanti. Inappropriate use of the Isanti Community Center Wi-Fi Guest Network is not permitted. This policy does not enumerate all possible inappropriate uses but rather presents some guidelines (listed below) that the City of Isanti may at any time use to determine that a particular use is inappropriate:
  1. Users must respect the privacy and intellectual property rights of others.
  2. Users must respect the integrity of our network and any other public or private computing and network systems.
  3. Use of the Isanti Community Center Wi-Fi Guest Network for malicious, fraudulent, or misrepresentative purposes is prohibited.
  4. The Isanti Community Center Wi-Fi Guest Network may not be used in a manner that precludes or hampers other users access to the Guest Wireless Network or other any other networks.
  5. Nothing may be installed or used that modifies, disrupts, or interferes in any way with service for any user, host, or network.
- If inappropriate use by a renter or the guest(s) of a renter is discovered, availability of the Isanti Community Center Wi-Fi Guest Network will be removed during future rentals made by that renter and/or the guest(s) found responsible for the inappropriate use. If inappropriate use of the Isanti Community Center Wi-Fi Guest Network becomes an ongoing issue the City has the right to cancel service availability to all future rentals without notice.
- The Isanti Community Center Wi-Fi Guest Network is only permitted for use by those users who have formally rented the Isanti Community Center and guests of the authorized renter. Anyone who has not been approved as a renter of the facility shall not access the Isanti Community Center Wi-Fi Guest Network without permission.

**By completing this reservation, I confirm I have read and agree to abide by the Regulations and Terms in this Rental Agreement.**