



City of Isanti
110 1st Avenue NW
PO Box 428
Isanti, MN 55040
Phone: (763) 444-5512
Fax: (763) 444-5560
www.cityofisanti.us

Rental Information for the Isanti Community Center

****Please Note:**

1. Requests are filled on a first come, first-served basis. Your reservation is not confirmed until your application is received with full payment and damage deposit.
2. All checks shall be made payable to the City of Isanti.
3. Renters may access the building starting at 8:00 a.m. All evening events must end by 12:00 a.m. (midnight) and the facility must be vacated by 1:00 a.m.
4. The Isanti Community Center is not staffed – a key must be picked up at City Hall between 8:00 a.m.- 4:30 p.m. –Monday thru Friday; the week of the event.
5. Key must be returned within 48 hours after rental to the Utility Payment box or directly to City Hall staff.

Rental Fee Information:

To reserve your date, payment of the rental fee and \$250 damage deposit is required at the time of application.

1. Special Event (Events greater than 50 individuals)
\$295.28, includes tax**
(Includes use of the kitchen. Dishes and utensils not provided.)
2. Private (less than 50 individuals) or For-Profit Organizations
\$107.38, includes tax** (full day)
\$ 53.69, includes tax** (4 hours or less)
3. Non-Profit Organizations (less than 50 individuals)
\$50.00, plus tax (\$3.69)* (full day)
\$25.00, plus tax (\$1.84)* (4 hours or less)
**unless exempt(proof needed)*
*** tax amount is subject to change at anytime*
4. Monthly rental rates for sponsored organizations and other youth groups are available. Please contact the Parks and Recreation Coordinator to schedule a meeting to see if a monthly option is right for you.

Damage Deposit

A damage deposit of \$250.00 is required for holding all rentals and is due at the time of application. Your damage deposit will be refunded after the event upon returning the key to the facility, returning the completed checkout form, and the City has completed a final inspection of the facility.

Damage fees will be charged as follows:

Cleaning	\$ 37.58 per hour (minimum)
Tables	\$107.38 each
Chairs	\$ 24.48 each
Unreturned keys	\$268.44
Other Items	To be determined based on replacement cost, plus tax.

Equipment Available to Rent (larger deposit may be required)

LCD Home Theater Projector on cart	\$53.69
9' Portable Screen	\$21.48
Blu Ray DVD Player	\$16.11
Speakers (includes tripod stands, if requested)	\$16.11
Podium	\$10.74

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 Community Events and Parks 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 \$134.22 shall be paid directly to the City of Isanti. Renters are still responsible for removing all personal**

belongings, decorations, and trash from the premises – a complete list of responsibilities can be found at the end of this packet. The cleaning fee provides 2 hours of custodian services; each additional hour of cleaning will be billed to the renter at \$37.58/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 \$37.58 per hour.
- Tables and chairs must be returned to their location as part of Rental cleanup. The Renter is responsible for leaving the facility in as good or better condition than found (see ICC check out 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.

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.
- Tables and chairs (for inside use only) are available at no extra cost. There are 25 – 6' rectangle tables available (they can be found in the walk-in closet in the main hall near the drinking fountain). There are 100 non-folding chairs and 110 folding chairs.

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.

Driving Directions.

Address: 208 ½ - 1st Ave NW, Isanti MN 55040

Directions from intersection of Isanti County Road 5 and Hwy 65: Travel West on County Road 5 (Heritage Blvd) for approximately 1/2 mile until you reach 1st Avenue NW (Isanti Fire District and Historic Downtown Sign on the Northwest corner). Turn left (South) and look for Community Center sign on your left (about 500 feet) and turn left just after the Community Center sign.



Isanti Community Center Clean-Up Form

Please check the following items after completing your clean-up. The amount of the damage deposit refund will be determined only after this form has been received and an inspection by the City of Isanti has been performed. **If you have arranged to have the facility cleaned for you, you are still responsible for items without asterisks (*) below.**

Return this form along with your key to City Hall, a drop box is located outside of the main City Hall entrance for your convenience after regular office hours.

Checklist:

MAIN ROOM	
	Floor vacuumed*
	Kitchen floor and walkway mopped*
	Chairs neatly stacked where found*
	Return tables to original location*
	Bathrooms cleaned and trash taken out to dumpster*
	Tables cleaned off and wiped down
	Empty trash containers into outside dumpster
	Remove all tape and decorations from walls and tables
KITCHEN	
	Clean and wash all counter tops, sinks, and stove
	Clean and wash off grill (if used)
	Empty all trash and garbage cans into outside dumpster
ON YOUR WAY OUT	
	Turn off all lights
	Pick up trash in parking areas
	Check that all doors are locked
	Return key to City Hall with this form

**If you have paid the fee to have the facility cleaned on your behalf, these items will be completed for you.*

Please report any damages (broken or bent tables, chairs, etc.)

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.

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.

If additional cleaning is necessary, a minimum charge of \$37.58 per hour will be billed to you as well.

Thank you for helping us to take care of this building. We are pleased that the City of Isanti is able to make such a facility available to you for your event.

Additional comments for Parks and Recreation Coordinator: _____

RENTER (please print):	DATE OF EVENT:
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Community Center Rental Application Form

Date of Application: _____

Date of Event: _____

Time of Event: _____

Applicant Name: _____

Phone Number: _____

E-mail Address: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Type of Event: _____

Alcoholic Beverages Present: _____ Yes _____ No # in Attendance _____

RENTAL FEES

To reserve your date, the rental fee is due at the date of application.

CLEANING/DAMAGE DEPOSIT

The damage deposit of \$250.00 is due at the date of application.

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, it's 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.

SECURITY REGULATIONS

I hereby confirm that I have read and will abide by the Regulations and Terms as provided on the Rental Agreement application.

Applicant Signature

Name of Organization/Group

Date

Please Make Checks Payable To: City of Isanti

Mail To: City of Isanti
Attn: Isanti Community Center
PO Box 428
Isanti, MN 55040

For Office Use Only:

Rental Fee:

Rental (7/702) _____

Tax (7/701) _____

Total _____

Check No. _____

Credit Card Cash

Date Received _____

Damage Deposit:

Amount _____

Check No. _____

Credit Card Cash

Date Received _____

Certificate of Insurance:

Date Received _____

Checkout Form:

Date Received _____

Final Inspection Date _____

Authorize Return of Deposit _____

(Date & Initial) _____



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Credit Card Authorization Form

To pay your rental application fee and/or damage deposit by credit card, please fill out the below form.

Please note:

- Credit card transactions are subject to a 3% processing fee.
- Damage deposits paid by credit card will be processed as received and refunded after your rental inspection, minus any fees retained for damage/cleaning as outlined in the rental application.

Credit Card Information	
Card Type:	<input type="checkbox"/> VISA <input type="checkbox"/> Discover <input type="checkbox"/> AMEX <input type="checkbox"/> MasterCard <input type="checkbox"/> Other _____
Cardholder Name:	_____
Card Number:	_____
Expiration Date:	_____ CVV Code: _____
Billing Zip Code:	_____

I, _____, authorize City of Isanti to charge my credit card above for agreed upon purchases. I understand this is a one-time transaction fee and my card information will not be used for future transactions without prior approval.

Customer Signature

Date