

## Rental Information for the Isanti Community Center

### **\*\*Please Note:**

1. Requests are filled on a first come, first serve basis.
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) as 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, Wednesday, Friday or 7:00a.m.- 5:30 p.m. Tuesday or Thursday; 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 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. With or without alcohol.)
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*  
*\*\* 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, Recreation and Culture Manager 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 for 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	\$ 35 per hour (minimum), plus tax
Tables	\$100 each, plus tax
Chairs	\$ 20 each, plus tax
Unreturned keys	\$250, plus tax
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	\$50, plus tax
9' Portable Screen	\$20, plus tax
Blu Ray DVD Player	\$15, plus tax
Speakers (includes tripod stands if requested)	\$15, plus tax
Podium	\$10, plus tax

**Additional Terms**

Events with Alcohol:

- Alcohol is prohibited on the premises unless specifically approved by the facility Parks, Recreation and Culture Manager as part of the Rental Agreement.
- If alcohol is approved by the Parks, Recreation and Culture Manager 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, Recreation and Culture Manager 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, Recreation and Culture Manager. **The cleaning fee of \$125.00, plus tax 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 \$35/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 \$35.00 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 clothes to prevent staining of 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. Security deposit will be refunded. 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 215 people. Tables and chairs (for inside use only) are available at no extra cost. There are 30 – 6' rectangle tables in the walk-in closet in the main hall near the drinking fountain. There are 50 non-folding chairs and 160 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 8:00 a.m. – 4:30 p.m, Monday, Wednesday, Friday and 7:00 a.m. – 5:30 p.m. Tuesday, Thursday, 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 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, you can drop the key in the Utility Payment box in front of city hall.

### Address for Isanti Community Center.

**The physical address for the ICC is: 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 Police Station 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.

<p>A Community For Generations.</p>  <p><b>Isanti</b></p>	<p>City of Isanti  110 1<sup>st</sup> Avenue NW  PO Box 428  Isanti, MN 55040  Phone: (763) 444-5512  Fax: (763) 444-5560  <a href="http://www.cityofisanti.us">www.cityofisanti.us</a></p>
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**Community Center Rental Application Form**

<b>Date of Application:</b> _____	<b>Date of Event:</b> _____
<b>Time of Event:</b> _____	

**Applicant Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

<b>Type of Event:</b> _____
<b>Alcoholic Beverages Present:</b> _____ <b>Yes</b> _____ <b>No</b> <b># in Attendance</b> _____

**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.

**CLEANING/DAMAGE DEPOSIT**

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

**RENTAL FEES**

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

**NO GUARANTY OF AVAILABILITY**

I understand that even though I have reserved the 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 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.

**SECURITY REGULATIONS**

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

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Name of Organization/Group**

\_\_\_\_\_  
**Date**

**Please Make Checks Payable To: City of Isanti**

**Mail To:** City of Isanti  
Attn: Parks, Recreation and Culture Manager  
PO Box 428  
Isanti, MN 55040

<b>For Office Use Only:</b>	
<b>Rental Fee:</b>	<b>Certificate of Insurance:</b>
Rental (7/702) _____	Date Received _____
Tax (7/701) _____	
Total _____	<b>Checkout Form:</b>
Check No. _____	Date Received _____
Date Received _____	Final Inspection Date _____
	Authorize Return of Deposit _____
<b>Damage Deposit:</b>	(Date & Initial) _____
Amount _____	
Cash/Cashier's Check _____	
Date Received _____	