



7000 State Hwy 70, Pine City, MN 55063
320-629-2736

City Center Rental Agreement

Fees: Resident: \$ 50.00
Non-Resident: \$150.00

Damage Deposit Check Required:
\$200 – Must be Dated for the Date of the Rental
Checks Made Payable to: City of Rock Creek

The Following is a Contract Agreement between the City of Rock Creek and the Responsible Party.

Renter/Responsible Party _____

Address _____

Phone _____ Email _____

Date of Use: _____ Event Type: _____

Hours of Use: _____ AM/PM - _____ AM/PM
Earliest you may be in to set up and the latest you might be here cleaning up.

By State law, our kitchen is a food catering facility, not a preparation center. Food should be cooked at home and only reheated in the hall.

Your reservation for the **date of use only, not the day/evening before - THIS REQUIRES AN ADDITIONAL FEE.**
_____ INITIALS

The damage deposit will be forfeited if the rental is used for a commercial business or is a second-party rental. Residential rental rates apply only to City of Rock Creek residents and may be used for immediate family events, **provided the resident is in attendance.** Immediate family includes spouses, parents, grandparents, children, grandchildren, and siblings. Rentals that do not meet these requirements will be classified as **second-party rentals.**
_____ INITIALS

There will be no refund of the rental fee if the reservation is cancelled less than ten (10) days before the reserved date.
_____ INITIALS

A maximum of two (2) vehicles are allowed to be parked in the back lot by the kitchen door.
_____ INITIALS

PICKING UP THE KEY:

Pick up a key for the City Center, Monday - Thursday before your rental date between the hours of 8 a.m. and 11:30 a.m. Return key by placing it in the "key drop" in the utility room door or drop box outside Office door. **Key WILL NOT be available after office hours.**

DEPOSIT INFORMATION:

If the City Center is cleaned according to the rental agreement and rules of use, we will shred your damage deposit check. If you want your check returned to you, you must provide a self-addressed stamped envelope. **If the City Center is NOT cleaned according to the rental agreement and the rules of use, your damage deposit check will be FORFEITED.**

By signature, the Renter agrees to observe the above guidelines and all the rules of use and ordinances of the City of Rock Creek, to insure against loss and hold harmless the City of Rock Creek from any and all claims which may be asserted by any person by reason during the use of the City Center.

Signature Date

Date Received _____ Receipt # _____ Amount _____ Damage Deposit Check _____
Google Office: Google Public: Paper Calendar: City Admin:



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City Center Rental Information

THIS ENTIRE ESTABLISHMENT IS SMOKE-FREE
Minnesota Statute 144.411-144.417

NOT ALLOWED:

- Alcoholic Beverages; this includes 3.2 beer
- Decorations hung from the light fixtures or air conditioning vents
- **Confetti or Glitter**
- Overnight Stays

Coffee makers, punch bowl and any other “liquid” (Fountain, fondue, etc.) is to remain in the kitchen or on the tile floor.

Do not leave ovens on unattended.

Entrance doors are **not** to be propped open.

You are expected to wash all of your dishes, coffee pots, servers, etc.

Wipe off all of the tables, sink, stove top, and countertops.

Put all tables and chairs back according to the diagram on the bulletin board.

Pick up all trash (paper plates, napkins, cups, pop cans) on playground and park areas.

Empty garbage bags into outside dumpster, this includes the bathroom and kitchen garbage.

- Kitchen garbage bags are in the cupboard under the kitchen sink.
- Garbage bags for the bathrooms are in the bottom of each garbage can.

You must vacuum, sweep, and mop before you leave.

- There is a vacuum cleaner, broom, dust pan, and mop in the utility room.

When you leave the hall, it should be as clean as you found it.

If EVERYTHING on the cleaning/leaving checklist is not completed, you will NOT receive your damage deposit back.

Any new stains on the carpet should be reported on the cleaning checklist so that staff may address them as soon as possible. Please try to absorb the liquid immediately, but please do not use water or cleaning solution on the carpet.

**TURN OFF ALL LIGHTS, OPEN ALL BLINDS.
SHUT AND LOCK ALL WINDOWS AND DOORS.**

*Thank you for your cooperation.
City of Rock Creek*