

**CITY OF TWO HARBORS
COMMUNITY CENTER
RENTAL RULES AND REGULATIONS**

Definitions

Agreement: the City of Two Harbors Community Center Application and Rental Agreement

Renter: the name of the individual (must be 21 years of age) or organization as listed on the Agreement.

City: City of Two Harbors

Premises: the room(s) and/or areas(s) rented by the Renter.

Rental Period: the event date(s) and time(s).

Rental Fee

The Rental Fee of \$50.00 is due when the Agreement is submitted to the City.

Security/ Damage Deposit

The security/damage deposit of \$50.00 is due prior to the Rental Period, and must be paid prior to picking up the keys. A complete inspection of the Premises will be done after the use or as soon thereafter as possible to determine whether any damage has occurred due to the Renter's use. If the rental period goes outside of normal business hours, the Renter shall be charged an additional \$50.00, which must be paid within two (2) days after the Rental Period. Any additional costs incurred by the City will be deducted from the security deposit. If there is no damage and no additional costs, the security deposit will be refunded to the Renter within two (2) business days. The City may withhold a portion or all of the deposit if the Renter does not adequately clean the Premises. The amount of the deposit does not limit the liability of the Renter for any damage or loss covered by the Renter or the Renter's guests or invitees.

Dances

All dances with a DJ require four (4) chaperones, who are 21 years of age or older, to be present at the expense of the Renter. The names of the chaperones must be submitted to the Two Harbors Police Department thirty (30) days prior to the proposed event for approval.

All dances with a live band require a certified law enforcement officer to be present at the expense of the Renter. A list of approved law enforcement officers available for hire may be obtained from the Two Harbors Police Department.

Use of Facility

The Renter shall abide by the following rules:

1. The Rental Period may not be assigned, transferred, or sublet by the Renter.
2. The Renter shall be solely responsible for supervising the conduct of any persons using the Premises during the Rental Period.
3. The Renter shall leave the rooms and/or areas used in a clean, orderly fashion, including replacing items, which were removed. The tables and chairs shall be arranged according to the attached diagram. All tables must be wiped clean, and the floor swept.
4. The Renter may use the refrigeration, dishwasher and the warming oven. The Renter shall use its own paper towels and dish soap.
5. The Renter shall use only poster putty or masking tape to hang decorations, and shall remove all decorations at the end of the event.
6. The thermostat may be adjusted but must be returned to the temperature it was set at. The key to open the thermostat is attached to the rental keys, the thermostat must be locked upon leaving.
7. The Renter shall dispose of all garbage in receptacles provided, and must not leave any food in the refrigerator. All garbage must be placed in the "indoor" cans

- provided. Custodian will take care of removal. Do not use recycling containers outside of back door.
8. The Renter shall lock all doors (north, west, hall, kitchen, maintenance room and restrooms). Allen wrench key must be used to release bar on entry door to allow free use of door. To unlock, insert key into hole in bar, turn, lock open with bar depressed. To lock, insert key into hole in bar, turn to release bar. The door will lock upon closing.
 9. The Renter shall also close and lock all windows.
 10. The Renter shall immediately return all keys to City Hall, either during business hours or in the drop box.
 11. The Renter shall turn off all lights and fans.
 12. The Renter shall organize its activities so as to conclude at the time stated in the Agreement.
 13. The Renter assumes full responsibility for any damage caused or unlawful act committed in connection with the Renter's use of the Premises.
 14. The Renter acknowledges that law enforcement officers may terminate the event if they feel that there is a danger or hazard involved.
 15. **Activities and events sponsored by individuals, agencies, organizations or groups shall not discriminate contrary to the laws of the State of Minnesota, and without limitation, shall not discriminate against any person on the basis of race, color, creed, religion, disability, national origin, marital status, sexual orientation, or sex.**

Prohibited

The following are prohibited on the Premises:

1. Gambling. Except for certain lawful gambling events as authorized by Minnesota Statutes §349.166, as it may be amended from time to time. If Renter desires to conduct gambling, then Renter must provide a license allowing such gambling activity to occur or provide a Certificate of Exemption of such gambling.
2. Alcoholic beverages.
3. Candles or any open flame.
4. Tobacco or Smoking of any kind.
5. For profit, commercial activities provided, however, that a person or organization may hold one activity involving the sale of goods on the Premises in any calendar year.

The foregoing provision shall not prohibit the distribution of wine exclusively for sacramental purposes by a rabbi, priest or minister of a church or other established religious organization. Wine will not be allowed to be stored on the premises.

Food Service

Renters may provide their own food and beverage or utilize a professional caterer. It shall be the duty of the Renter to obtain a Special Event Food Service License for the event issued by the Lake County Health Department, if one is required, or a letter from the Lake County Health Department saying no license is needed.

Insurance Requirements

The City prefers that the Renter obtain liability insurance for the Event. The City, in its discretion, may require liability insurance and will inform the Renter of any insurance requirements.