

Family Community Center Rental Condition Report

Community Center: 218-643-1282

City Hall: 218-643-1431

521 North 6th Street, Breckenridge

Regarding Your Rental:

- Your rental is not confirmed until your application form and fees have been received.
- Payment in full is required for events less than 10 days from the date of the reservation application.
- For reservations made 30 days or more prior to the date of the event, a minimum payment of 50% of the total fee is due with the reservation application; the remaining balance is due at least one day before your event.
- Cancellations 60 days prior to the event are refunded in full; 30 to 59 days, 50% refunded; less than 30 days, negotiable and may include an alternate date.
- **A cleaning and damage deposit of \$50 is due at the time you receive a key.**
- All fees and deposits must be received before the cleaning and damage deposit can be refunded.
- A staff member will report on the condition of the center after your rental and your deposit will be refunded, less any deductions necessary to cover cleaning expenses or damages.
- The city has the right to collect full repair, replacement, or cleaning costs for damages incurred during a rental. Expenses in excess of the deposit will be billed to the person who signed the rental agreement.

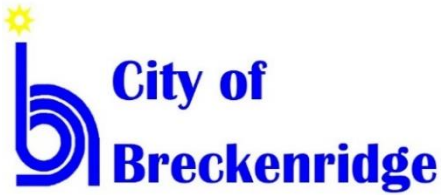
Facility Use Rules:

- Alcohol and tobacco consumption in the building or on park grounds is prohibited, except of pre-approved cultural ceremonies or rituals.
- Visitors are expected to be cordial and courteous. Please use socially appropriate language and behavior at all times.
- The center cannot be used for gambling, sales, fundraising or similar activities.
- Visitors are expected to practice care in use of the facilities, furnishings and equipment.
- Do not move game tables and use only as intended. Damages will be charged.
- Use of the game room requires a supplemental fee and children under age 10 must be under direct adult supervision. Because they are designed for adults, children under age ten cannot use the game tables (pool, foosball, ping pong), even with adult supervision.
- Access to facilities may be denied or revoked to disruptive or destructive visitors.

To Get a Refund of Cleaning and Damage Deposits:

- Do not arrive earlier or leave later than reserved time.
- Do not move game tables.
- Return tables and chairs to their original placement.
- Wash and wipe off tables and chairs.
- Vacuum Floor.
- Remove decorations, (no tacks allowed)
- Take trash to dumpster and replace liner bags.
- Leave electronics in original working condition.
- Thermostat must be left untouched.
- All door must be closed & latched.

Rental Confirmation	
Last Name:	_____
Rental Date:	_____
Time:	_____
Fee Received:	_____ Balance: _____
Pick up key and pay \$50 deposit on:	
Date:	_____ Location: _____



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Date of Rental: _____ Name of Renter: _____

Renter's comments on facility conditions upon arrival:

Listed below are the key areas that might warrant any/all of deposit withheld. Cleaning supplies and vacuum can be found in the closet next to the drinking fountain.

Renter's checklist after rental:

- Tables clean and undamaged (wipe off all surfaces used)
- Tables and chairs clean and undamaged, and returned to original placement
- Bathrooms, empty garbage's, sweep and mop
- Floors vacuumed, no new stains on carpet
- Decorations removed (no tacks allowed)
- No damage to light fixtures, walls, décor
- Trash emptied and liners replaced, Trash is placed in dumpster outside building
- Game tables clean & undamaged (pool cues in stand, chalk on tables, balls in tables; paddles & balls on tables)

Games and electronics:

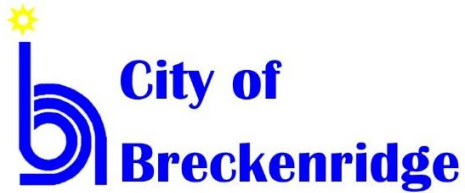
- Television working
- Blu-ray DVD Player and surround sound speakers working
- Stereo receiver and speakers working
- Computer has not been used
- Game equipment returned unbroken
- Games working and undamaged

***ALL DOORS MUST BE CLOSED AND LATCHED OR DEPOSIT WILL NOT BE RETURNED!**

Return key & completed form to City Hall (420 Nebraska Ave) the next business day after rental.

Notes on items not checked:

Report completed by: _____ Date completed: _____



Family Community Center

Rental Agreement

Community Center: 218-643-1282

City Hall: 218-643-1431

521 North 6th Street, Breckenridge

(Please Print)

Date of Rental: _____ Time: _____

Type of Event: _____

Name of Person Responsible: _____

Address: _____

Phone: _____ Alternate Phone: _____

Anticipated Number of Guests: Adults _____ Youth ages 13-19 _____ Children 12 & under _____

I have received, read and agreed to the rental conditions.

Signature of Applicant: _____ Date: _____

For Office Use:

Date Received: _____

Received By: _____

Private Rental Base Cost- 4 hours \$65.00

Additional Hours @ \$10 _____

Public Hours Base Cost \$25.00

Each Hour After Closed to the Public @ \$10 _____

Total Rental Fee _____

Amount Received: _____ Check Number: _____ Received on: _____ By: _____

Balance Due: _____ Due Date: _____ Received on: _____ Check #: _____

Cleaning & damage deposit (\$50.00) received by: _____ Received on: _____ Check #: _____

Key Number: _____ Given out on: _____ Returned on: _____