



City of Askov
6369 Købmagergade, PO Box 245
Askov, Minnesota 55704
Office Hours: Monday - Friday 8:00 - 4:30 Phone: (320) 838-3616 Fax: (320) 838-3616

PRODECDURE FOR APPLYING

Use of the Community Center facility will be handled so far as possible on a first-come, first-serve basis. Groups reserving the facility must understand it may be necessary for them to relocate their meeting in the event the facilities are needed for municipal government purposes.

FEES

Ballroom Only	\$ 200.00
Meeting Room Only	40.00
Kitchen Only	70.00
Meeting Room & Kitchen	110.00
Ballroom & Kitchen	270.00
Meeting Room & Ballroom	240.00
Full Complex	300.00

DAMAGE & CLEANING DEPOSIT: \$250.00

The Renter assumes all responsibility and liability for any harm or damages to person or property during the rental period and shall hold the City of Askov harmless and indemnify said City of Askov in the event of any such damage, injuries, or claims. The Renter shall reimburse the City for costs incurred by any damage, breakage, needed maintenance, or theft beyond the amount of the damage deposit, if so warranted.

PAYMENT CONDITIONS

- 1) First half rental fee due at time of reservation; second half rental fee due one week before event.
- 2) Damage & cleaning deposit due one week before event.
- 3) Damage & cleaning deposit will be refunded after event provided no damage is found, custodial cleaning hours do not exceed 3 hours and garbage generated does not exceed 7 bags. *Cost of additional cleaning and garbage will deducted from damage deposit before it is returned. Damage or cleaning costs that exceed deposit will be passed on to the renter. Also, before return of damage deposit the Community Center Keys will need to be returned.

ACCESS & HOURS

- 1) Keys will be issued to the person on the contract a day before the event will take place.
- 2) Arrangements may be made in advance to decorate or set up the day before an event, provided no other event is scheduled.
- 3) Music and servicing must end no later than 1:00 a.m.
- 4) Building must be vacated by 1:30 a.m.

LIQUOR AT EVENTS

- 1) If rental is for a public event with alcoholic beverages or if liquor is to be sold at a private event, renter must hire fully licensed bartender organization which holds the dram shop insurance. Askov Fire Relief Association currently holds the premise permit. Renter is responsible to make arrangement with the Askov Fire Relief Association as soon as possible after rental reservation has been made.
- 2) No alcohol may be brought into the building other than that provided by dram shop holder.
- 3) Drinks must stay in the ballroom and not be taken to the hallway, bathrooms, or outside the building.
- 4) The police will be contacted and the bar and building will close if any of the following occur:
 - a. Minors are served alcohol.
 - b. There is drug activity detected.
 - c. There are crowd control problems of the following nature: Lewd or obscene behavior; fighting; destruction of property; or actions that threaten the safety or well-being of those attending the event.

ADDITIONAL CONDITIONS

- 1) **Kitchen:** By state law, our kitchen is a food catering facility, not a preparation center. Renter is responsible for furnishing most serving needs (i.e. paper plates, silverware, utensils, serving dishes). The center has coffee makers and pitchers. **BRING YOUR OWN CONTAINERS FOR LEFTOVERS.** At the end of the evening all food and beverages must be removed, all center-owned dishes and utensils must be washed, dried, and stored, all kitchen equipment used must be cleaned, and back in place, and all garbage and trash must be bagged. An average event generates 7 bags of garbage. That much is allowed in your rental. If your activity generates more than that, refer to Payment conditions, #3 above.
- 2) **Decorations:** No decorations may be tacked, stabled, taped, or in any way adhered to the wall, woodwork or windows except with Fun Tack or a similar wall mount removable adhesive. Absolutely nothing may be attached in any way to the acoustical tile ceiling or to the circulating fans in the ballroom. However, there are some other fastening options available. Ask Clerk. All decorations must be removed after the event. All candles must be enclosed in glass containers. No open flames.
- 3) **Smoking:** The Community Center is a Public building owned by the city, so therefore **NO SMOKING** is allowed in the building. Smoking is allowed outside the building.
- 4) **Cleaning:** Tables and chairs must be cleared and cleaned. Large spills must be mopped, and all garbage bagged. You will be expected to clean immediately following the activity. In special instances, arrangement may be made, in advance, to clean the building the day following the event, provided there are no other activities scheduled that day.
- 5) **Supervision:** The group, individual, or organization using the Community Center must provide competent adult supervision for the entire time that participants are in the building or on the surrounding grounds. Children must not be left unattended. Be sure you lock the building when you leave.

**CITY OF ASKOV
ASKOV COMMUNITY CENTER
APPLICATION & AGREEMENT**

Date of event: _____

Name of Applicant: _____

Name of Organization: _____

Contact Person (if different): _____

Address: _____
Street City State Zip Code

Phone: _____

Type of Event: _____

Time of Event: from _____ to _____

I have reviewed the fees and rules for the use of the community policy that pertain to and govern to the use for which this agreement is made.

Signature of Renter

Date

Approved by:

City Clerk and/or Deputy Clerk

FOR OFFICE USE ONLY

Fees:	Room Rental	_____	\$ _____
	Deposit ½ (at time of reservation)		\$ _____
	Damage Deposit (prior to event)		\$ _____
	TOTAL AMOUNT DUE (one week prior)		\$ _____

Date of Damage Deposit return: _____

Key Distribution #: _____

Date of Return Key: _____