

GYM USE ONLY

- key deposit still required
- Hold Harmless agreement must be signed
- List of dates of use should be scheduled
- Members should be listed



City of Lucan
409 Second Street
P.O. Box 7
Lucan, MN 56255
 (507) 747-2202
 MN Relay 7-1-1
 Email: lucan@mnval.net
 Url: www.lucanmn.net

Community Center Rental Agreement

406 Third Street

Name: _____ Resident: _____ Non-resident: _____

Address: _____ Mailing: _____

City: _____ State: _____ Zip: _____ Phone: (____) _____

You are responsible for Community Center while doors are unlocked

HOLD HARMLESS AGREEMENT FOR USE OF LUCAN COMMUNITY CENTER

I UNDERSTAND THAT MY USE of Lucan Community Center is voluntary and that I am using it for my benefit only. I agree that my use of the Lucan Community Center is undertaken at my own risk and that the City of Lucan will not be held liable for any claims, injuries, damages of whatever nature incurred by me or members of my gathering due to my negligence or the negligence of the members at my gathering. I expressly forever release and discharge the City of Lucan, its' agents or employees, from any such claims, injuries or damages due to my negligence or the negligence of the members of my gathering.

I also agree to defend, indemnify and hold harmless the City of Lucan from any claims, injuries or damages whatever nature arising out of or connected with my use of the Lucan Community Center, and I understand that my obligation to defend and indemnify the City exists regardless of whether I have insurance that would cover such claims.

I also agree to reimburse the City of Lucan for any damage, breakage, maintenance, theft of equipment or property, if so warranted or not covered by the damage/key deposit paid. I also agree to abide by all listed rules, regulations and clean-up guidelines. I understand that the City of Lucan reserves the right to deny this application.

Signature _____ Date _____

PLEASE LEAVE OUR PUBLIC FACILITIES IN AS GOOD OR BETTER CONDITION AS WHEN YOU ARRIVED.

Check return options for deposit check - Mail Shred

<p><i>Current Rates (12/02/19)</i> <i>\$100 Deposit</i></p>

\$100.00 Deposit fee check # _____ Key # _____ Date given: _____

Key returned date: _____ Check returned date: _____

Amount of Deposit Returned/Forfeited \$ _____ If forfeited, reason for forfeiture: _____

CITY OF LUCAN RENTAL RESERVATION POLICIES

1. A \$100.00 clean-up and key deposit will be due upon key pickup. After the key has been returned the fee will be returned to you upon inspection of the facility and finding it in satisfactory condition. The rental fee will not be returned just the deposit. Subject to 15 day return.
2. You must be 21 years of age to reserve the facility and responsible **adult supervision** must be provided at all times to insure that the facility and surrounding grounds are utilized in a safe and orderly manner.
3. All motorized vehicles must be left in designated parking areas.
4. No animals (other than service) are allowed.
5. No camping is allowed.
6. No smoking of any kind allowed inside the building(s).
7. No glass containers allowed in the park area.
8. Rental facilities hours open not earlier than 8 a.m. (set-up included) and vacated by 1 a.m.
9. No firearms or explosives, (includes fire crackers and BB guns).
10. The city is not responsible for any items left after an event. All items belonging to User/Renter and brought in should be removed when event or meeting is finished.
11. To avoid any permanent damage, User/Renter may not make any alterations to the Community Center. Alterations would include any items that shall be hung, glued, taped or in any way affixed to the walls, ceiling, floor, windows, or light fixtures of the building.
12. The User/Renter shall permit city officials, employees, or agents to have access and to enter the Community Center at any time during the event.
13. The User/Renter must comply with the laws of the State of Minnesota and City of Lucan Ordinances. The city has the right to terminate the use of the Community Center during any event or meeting if the User/Renter violates any state laws or city ordinances.
14. The City of Lucan is an equal opportunity employer and provider. The city does not discriminate or endorse based on race, religion, sex, age or national origin, or any other protected class under state or federal law.

CLEAN-UP GUIDELINE

The Community Center in Lucan is available for your group to use and enjoy. But we need your help. Sometimes we have several different groups using the buildings in a very short space of time. Every group deserves to start out with the area clean and neat.

- Floors Sweep, dry mop and spot mop sticky spots, spills, rain/snow tracked in. Supplies are in the janitor's closet.
- Bathrooms Make sure toilets have been flushed, faucets tightly off and lights are off.
- Temperature Turn down the furnace to 60 or the air conditioner to 80. Verify that each thermostat is set at the same temperature. (kitchen & banquet room)
- Turn lights off.
- Locks Check all windows and doors to make sure they are shut and locked (**west gym door, west door in ramp room, both main entry doors**).
- Report anything broken or missing to the City Clerk.

THANK YOU!

