



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](mailto:lucan@mnval.net)  
 Url: [www.lucanmn.net](http://www.lucanmn.net)

**Community Center Rental Agreement**  
**406 Third Street**

Name: \_\_\_\_\_ Resident: \_\_\_\_\_ Non-resident: \_\_\_\_\_

Address: \_\_\_\_\_ Mailing: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Date Desired: \_\_\_\_\_ Event: \_\_\_\_\_

Door Unlock Time: \_\_\_\_\_ Lock Time: \_\_\_\_\_

*You are responsible for Community Center while doors are unlocked*

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

**Check return options for deposit check -  Mail  Shred**

The price and/or deposit for either facility need to be paid to hold the date listed above.

24 hour cancellation notice is required or the fee may be forfeited.

**Make 2 separate checks payable to the City of Lucan**

**REMINDER – Before your rental a \$100.00 damage/ key deposit is required in order to obtain the key for the facility.**

**The key provided to you cannot be used on any other day but the date you have it rented for unless pre-approved by the**

**City Clerk.** This fee will be returned to you provided the facility is cleaned per the rental instructions and also the key is returned by the next cities business day.

<b>Current Rates (01/09/2023)</b>	
\$100	All day
\$50	Half Day
\$100	Key/ Damage Deposit
\$25	Set-up/ Tear down (each)

Amount: \_\_\_\_\_ Check #: \_\_\_\_\_ Date: \_\_\_\_\_

\$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.

### **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.

**Agreement: I have received, read and agree to abide by all rental instructions, rules and regulations, as well as all conditions on this application including policies and checklists on this agreement.**

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## 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 amount of time. Every group deserves to start out with the area clean and neat. Commons area tables and chairs are set-up always. Banquet area only has tables set. Arrangements can be made, for a fee, for the City to set up and/or put away chairs and additional tables.

- Kitchen Clean up and put away any dishes you have used. Be sure sinks are clean; hang the dirty wash cloths and towels on the sinks so we can pick these up and have them laundered.
- Make sure that all stove burners and ovens are shut off.
- Return all large kitchen items to the storage room.
- Tables Wash off all the table tops and counter tops.
- Floors Sweep, dry mop and spot mop sticky spots, spills, rain/snow tracked in. Supplies are in the janitor's closet.
- Trash Empty all garbage cans, including the bathrooms and anything in the Gym area.
- Take garbage to dumpster outside of building
- 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)
- Banquet Leave 9 dark brown tables set up in the banquet room.
- Do not set chairs around the tables. DO NOT drag tables across floor.
- Put chairs back on the chair racks and extra tables on the table rack.
- The platform (stage) should be left at the north end of the banquet room.
- Commons Leave 3 dark brown tables with chairs around them in the dining area
- 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!**

### City of Lucan

If you have any questions during the day of your rental please call the following:

Shawna- (507) 747-2202 (Clerk)

Mike- (507) 829-2401 (Public Works/ Maintenance)