

City of Lauderdale

1891 Walnut Street • Lauderdale • Minnesota 55113
Phone: 651.792.7650 Fax: 651.631.2066

APPLICATION FOR USE OF COMMUNITY ROOM/KITCHEN

APPLICANT INFORMATION:

Name of Organization (if applicable): _____
Name of Applicant: _____ Address: _____
City: _____ State: _____ Zip: _____
Telephone No.: _____ Email: _____

SOCIAL ROOM USE INFORMATION: Available hours from 7:00 a.m. until 10:00 p.m.

Date(s) of Room Use: _____ Start time: _____ End time: _____ Number attending: _____
Type of Event: _____

By completing this application, the applicant agrees to:

- Submit written application to city staff as far in advance of the reservation date as possible.
- Full payment of the reservation fee, damage deposit, and key deposit are due with the application. Reservations are not guaranteed until the application, deposits and reservation fee are received.
- Approval will be determined by availability. All requests are secondary to the City's use of the facility.
- All groups are required to submit the damage and key deposits, regardless of their fee status.
- Reservation fees include garbage service for three bags of trash for every five hour block the room is reserved. The cost for excess bags of trash will be billed to the applicant or deducted from the damage deposit.
- Use the off street parking lot and handicapped parking area appropriately.

Pre / Post Rental Expectations

- Pick up keys during normal business hours. Failure to do so will result in forfeiture of rental and reservation fee.
- Return keys either during business hours or in the after hours drop box. Failure to do so will result in loss of key deposit.
- Allow staff to shred the damage deposit after the room inspection. In cases where the damage deposit is retained, the applicant will be notified.

Key pickup/return; if other than applicant: _____

FOR OFFICE USE ONLY:

Date Application Received: _____ Fee(s): _____ Check # _____ Receipt#: _____

Resident Fee:

\$50/5 hr block \$100 key deposit damage deposit \$100 Check # _____

All Other Groups/Individuals Fee:

\$100/5 hr block \$100 key deposit damage deposit \$100 Check # _____

**CITY FACILITY USE
RULES AND REGULATIONS**

1. The Community Room, entry corridor, restrooms, and kitchen shall be available for use under this policy.
2. Groups must clean up after using the facilities and dispose of all refuse in the facilities provided in the rear of the building.
3. Set-up and clean up must be done during the allotted time of the rental. Failure to provide proper clean up will result in forfeiture of damage deposit and/or future use of the facilities. This will be determined by the City Administrator.
4. The use of alcohol is prohibited at City Hall.
5. Pursuant to the Minnesota Clean Indoor Air Act and City Ordinance, smoking is prohibited.
6. The City of Lauderdale, the Lauderdale City Council, and staff assume no liability for loss, damage, injury, or illness incurred by the users of this facility.
7. The City of Lauderdale reserves the right to request proof of insurance when it is determined to be in the best interest of the City.
8. Play structures and inflatable devices such as bounce houses are prohibited.
9. The applicant is responsible for set-up and cleanup of the facility including:
 - a. Wiping down all surfaces including the kitchen sink.
 - b. Washing kitchen utensils and dishes and returning to cabinets.
 - c. Disposing of trash in containers provided in the rear of the building and placing new garbage bag liners in the garbage bins.
 - d. Stacking tables and chairs in racks.
 - e. Sweeping and mopping of floors.
 - f. Removing all decorations.
 - g. Turning the heat down to 60 in winter.
 - h. Shutting off all lights (including restroom lights).
 - i. Closing and locking windows and exterior doors.
10. Prohibited items include candles and incense; items hung from the ceilings; and items taped to the painted portion of the walls.
11. Residents may not make reservations for non-resident individuals or groups. Any unpaid rental fees will be deducted from the damage deposit.
12. Failure to conform to these policies and rules may be cause for forfeiture of future use privileges and/or damage deposit.

The City of Lauderdale, city staff and the city council assume no liability for loss, damage, injury or illness incurred by users of the facility. Failure to conform with policies and rules may be cause for forfeiture of the damage deposit and forfeiture of future use privileges. If the damage deposit does not cover the cost of repairs, applicants will be billed for the cost of the repair minus the damage deposit. Applicants shall reimburse the City for any damage or loss to city facilities or equipment within 48 hours. Unpaid charges for damages and reservation fees may be assessed to a Community Room applicant's property within the City.

Applicant's Signature

Print Applicant's Name

Date