

ST. JAMES COMMUNITY BUILDING AGREEMENT

In consideration of the mutual promise contained in this agreement, the parties agree as follows:

My signature acknowledges I have read this form. **Rental Cost: \$50.00 (non-refundable)**
Community Building hours are from 8:00 am until 7:00pm on the date of rental.

The City will not refund the rental fee unless you notify the City Fourteen (14) days prior to the cancellation. If you are unable to give a Fourteen (14) day notice the City will allow you to reschedule date. If you choose not to reschedule rental date and do not give City proper notification the rental fee will be forfeited.

Key must be picked up during business hours of Monday - Thursday 8:30am - 5:00pm, Friday 8:30 am-4:00pm or the City will charge a fee in the amount of \$60.00 CASH in addition before the building can be opened or rented. **At the time of key pick up a \$150.00 CASH damage deposit must be paid.** This deposit is refundable if all the terms of this agreement are met.

NO ALCOHOL or PINATAS ALLOWED ON THIS CITY PROPERTY

1. Floors should be swept and mopped, left in the same condition as when you arrive. If the windows are covered with fingerprints, clean them. Pick up garbage and straighten up the bathroom. Cleaning supplies, dust mop, broom & dust pan, mop & bucket and mop sink are located in the mop closet.
2. Bag and carry out all garbage after your event. There are 2 dumpsters in back of Community Building. The green dumpster is for garbage. The brown one is CARDBOARD ONLY. (Putting garbage in the brown dumpster will cost you \$50 dumping fee.)
3. Wash off all tables and chairs and return them to where you found them.
4. Do not tamper with any contents of the room, refrigerator/ freezer can be used.
5. The kitchen is not included when renting the Community Room, there is however a counter and sink for your use.
6. Turn off all lights before leaving (be sure and check the bathroom lights.)
7. Close and lock all doors, check the back door, pull it shut from the inside, to be sure it is latched.
8. Bring key to City Hall and pick up your deposit the following work day.

***Do not change the heat/air conditioning controls**

***Use only 1 plug-in on each outlet and do not use the outlet in the mop closet at all, if you do you will blow the circuit breaker.**

I agree to all the terms above and that if I fail to comply by these rules and regulations I may be held financially responsible for any damage that may occur. The damage deposit will be refunded within 48 hours from the time the key is returned if the room is found to be in the pre-rental condition and all terms of this agreement are upheld.

Date of Rental: _____

Name: _____

Telephone Number: _____

Address: _____ City: _____ Zip: _____

Signature: _____

Deposit Returned: Yes _____ No _____ Reason _____



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