



# CITY OF Clarkfield, Minnesota

" H E A R T O F T H E P R A I R I E "

## CITY FACILITIES RENT AND FEE SCHEDULE

Today's Date: \_\_\_\_\_

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

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

### CITY FACILITIES RENTAL CHARGES

- |   |           |
|---|-----------|
| <input type="checkbox"/> Meeting Room (includes kitchen)          | \$50.00   |
| <input type="checkbox"/> Basement Room (does not include kitchen) | \$25.00   |
| <input type="checkbox"/> Garage                                   | \$75.00   |
| <input type="checkbox"/> Community Support Group                  | No Charge |

### ADDITIONAL CHARGES (Optional)

- |  |              |
|--|--------------|
| <input type="checkbox"/> Setup or Takedown of Tables & Chairs  | \$25.00      |
| <input type="checkbox"/> Cleaning (from Checklist from Page 5) | \$25.00/hour |
| <input type="checkbox"/> Security Deposit required             | \$50.00      |

\*Security deposits due at time of reservation and holds event date and time. The deposits will be cashed and refunded once building has been inspected. Security deposits may be waived at the discretion of City Administrator.

*City of Clarkfield*  
**CITY FACILITIES RENTAL AGREEMENT**  
904 10<sup>TH</sup> Avenue • Clarkfield, MN 56223  
(320) 669-4435

1. **Lease Agreement Made on** \_\_\_\_\_
2. **Parties:** City of Clarkfield as Owner and \_\_\_\_\_ as Tenant(s).
3. **Leased Property:** The Owner agrees to lease to the Tenant the Clarkfield City Hall Meeting Room ( ) Basement Room ( ) Kitchen ( ) Garage ( )
4. **Lease Term:** The term of this lease is for:
  - a. **(Date):** \_\_\_\_\_, from (beginning time) \_\_\_\_\_ to (end time) \_\_\_\_\_.
5. **Rent:** The rent for this property is \$ \_\_\_\_\_ payable upon the signing of this lease to the City of Clarkfield.
6. **Security Deposit:** Tenant shall deposit with the City of Clarkfield the sum of \$50.00 before using the City property, as a security deposit. The City shall return the deposit to the Tenant within 5 days after expiration of the Lease Term so long as the property has not been damaged by the Tenant (or guests of the Tenant) or Tenant's negligence, and is conditional upon the Tenant cleaning up the City Hall Meeting rooms and leaving the property is as good a condition as it was before the Tenant took possession. If there is any damage to the property by the Tenant, the security deposit will be used to pay for the actual damaged and clean-up costs incurred by the City in repairing the damage to the property. Any costs incurred by the City in excess of the security deposit shall be reimbursed by Tenant to Owner.
7. **Confirmation:** Lease agreement will only be valid once you have received a signed agreement by the City official. Bring confirmed lease agreement to receive key.
8. **Keys:** Tenant may pick up a key at the City Office building during normal business hours. The Tenant agrees to return keys within 48 hours of the conclusion of rental. A fee of \$25 may be charged to the Tenant that does not return keys within 48 hours of the conclusion of the rental. A fee of \$125.00 will be charged to the Tenant for lost keys. Allowing access to others may result in a cancellation of a Tenant's lease agreement with no refund or future access to the City Hall building.
9. **Use of Property:** The property shall be used for \_\_\_\_\_ and for no other purpose without the written consent of the Owner.
10. **Sublease:** The Tenant may not sublease the property without the written consent of the Owner.
11. **Tenant's Maintenance Responsibilities:** The Tenant agrees to clean up the City Hall Meeting Room and pay for any damage to the property during the lease term. The Tenant will return the property in as good a condition as it was before the Tenant took possession.
12. **Fee Schedule:** Attached to this Lease Agreement is the current Rent & Fee Schedule adopted by the City of Clarkfield.
13. **Adult Supervision:** All activity must have adult supervision.
14. **Capacity:** The capacity of the building will not exceed \_\_\_\_ pursuant to the State Fire Marshall. Amount of guests attending event: \_\_\_\_\_

15. **Consumption of Alcohol:** Tenant may not keep, allow, or consume alcoholic beverages of any kind on the property without City Council resolution. Additional fees may apply.
16. **Smoke Free Facility:** Tenant agrees that the City Hall building is a smoke free facility. Tenant agrees that neither Tenant nor any of the Tenant’s guests, invitee, or licensees shall smoke cigarettes, marijuana, illegal drugs or any other form of tobacco on the premises while this lease is in effect.
17. **Indemnification:** The Tenant shall defend, indemnify and hold harmless the City of Clarkfield and its officials, employees and agents from any liabilities, judgement, losses, costs or charges (including attorney’s fee) incurred by the City of Clarkfield or any of its officials, employees or agents as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss of property caused by, arising out of, related to or associated with the use of the City Hall building by the Tenant or by the Tenant’s guests or invitees, except to the extent caused by the sole negligence, gross negligence or willful misconduct of the City of Clarkfield or its officers, employees or agents.
18. **Remedies for Default:** If Tenant violates any of the terms of this lease; Tenant may be evicted immediately and without prior notice. If Tenant violates the terms of this lease, but Owner does not sue or evict Tenant; Owner may still sue or evict Tenant for any other violation of any term of this lease. If Owner brings any legal action against Tenant, Tenant must pay Owner’s actual attorney fees and court costs, even if rent is paid after the legal action is started. Owner and its authorized agents may enter the property at any reasonable time to inspect, improve, maintain, repair the property, or do other necessary work, or to show the property to other potential Tenants. Owner may use its legal rights and remedies in any combination. By using one or more of these rights or remedies, Owner does not give up any other rights or remedies as may have.
19. **Pets:** Tenant may not keep or allow animals or pets or any kind on the property, with the exception for registered “service animals”.
20. **Tenant Covenants:** Not to act in a loud boisterous, unruly or disorderly or disturb the right of guests or other residents in the neighborhood or to allow his/her guests to do so; Not to use or store the property any flammable or explosive substances; Not to interfere in the management and operation of the City Hall; Not to allow Tenant’s guests to bring alcohol into the City Hall Building; Not to place on walls or allow Tenant’s guests to place on the walls, any tape, racks, nails, signs, ads, decorations. Candles must be in high sided votive or container. No confetti, tiny cut outs, glitter or containers that have glitter as part of the outside shall be used.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

***\*\*The Security Deposit will be cashed upon receiving lease agreement. After a determination that no damage or additional cleanup was needed, a full refund will be made to the Tenant. If there was additional cleanup or damage repairs, a refund for the remaining balance will be issued to the Tenant.***

## **CITY FACILITIES CLEAN UP CHECKLIST**

\*Cleaning Supplies are located \_\_\_\_\_

### **Meeting Rooms**

- Tables wiped off
- Chairs pushed in and remaining chairs stacked
- Vacuum the carpet
- Mop the tile floor areas (Basement Room)

### **Kitchen**

- Clean counters & appliances
- Garbage cans emptied & new liners put in
- Dishes & Silverware washed and put away
- Coffee pots cleaned
- Remove all foods & drinks
- Floor mopped

### **Bathrooms**

- Garbage cans emptied & new liners put in
- Clean counters
- Floor mopped

\*\*Please turn off all the lights and make sure the doors and window are locked. Return key(s) to Clarkfield City Offices.

**Thank you very much for using the Clarkfield City Facilities for your event!**