

**CITY OF KETTLE RIVER**  
**Community Centers Rental Application**

Name of Renter: \_\_\_\_\_

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

If organization, name of contact person: \_\_\_\_\_

Phone: \_\_\_\_\_

Requested dates of use: \_\_\_\_\_

Indicate the facility being rented:

Senior Center (\$50.00 per day rental plus \$50.00 deposit)

Legion Building (\$50.00 per day rental plus \$50.00 deposit)

The Rental Fee check and Deposit check must be separate checks and attached to the application. Following inspection after the event the Deposit check will be returned to the renter, provided that no damage is found or that any unusual cleaning is required. Damage or cleaning costs that exceed the deposit will be the financial responsibility of the Renter.

Will intoxicating beverages be used?

Yes     No

If yes, name of Liability Insurance Company: \_\_\_\_\_

(attach Certificate of Insurance and/or Liquor License)

Buildings must be vacated and fully cleaned no later than 2:00 a.m. Arrangements can be made to clean the following day without additional charge provided the centers are not rented. Buildings are to be securely locked and the keys returned to City Hall, either in person during normal business hours or placed in the drop box (water and sewer payment box) located on the front door of City Hall, 3977 Main Street.

**HOLD HARMLESS AGREEMENT**

I assume all responsibility and liability for any harm or damage to person or property that results during the time of rental. I further agree to hold the City of Kettle River harmless and agree to indemnify the City for all damages to persons or property that occurs during the event regardless of the nature of the damage, injuries or the claim. I agree to reimburse the City for costs incurred by any damage, breakage, needed repairs, or theft beyond the amount of the damage deposit that occurred at the time of the rental.

\_\_\_\_\_  
Signature of Renter or Responsible Person

\_\_\_\_\_  
Date

**City of Kettle River**  
**3977 Main Street**  
**PO Box 145**  
**Kettle River, MN 55757**  
**Community Centers Rental Agreement**

1. Use of the Community Center facilities will be handled on a first request, first serve basis.
2. Application form may be obtained from City Hall during normal office hours; requests for mailing will be honored.
3. Applications shall be fully completed and returned to City Hall ten days prior to rental date requested. **A Rental Fee check along with a Damage Deposit check must be attached to the application.** Applicants serving host liquor must attach Certificate of Insurance, most homeowners' insurance policies will provide coverage for weddings, for functions not covered by homeowners insurance, a separate policy naming the City of Kettle River as an additional insured with a minimum of \$300,000.00 liability limits is required. Applicants selling liquor must attach a copy of the liquor license.
4. Applicant must make arrangements for a law enforcement official to be present at an event that will end after 8:00 p.m. The renter is responsible for the law enforcement fee.
5. Applicant must contact **City Hall by 12:00 noon on the Thursday** prior to requested weekend use to arrange building access.
6. Use of Community Centers are granted free to the following community groups for meeting:
  - Kettle River American Legion
  - Kettle River Senior Group
  - Kettle River 4-H
  - Ma & Pa Kettle Days
  - Discount fee for Finnish Luncheon Group
7. The City of Kettle River assumes no liability for loss, theft, damaged, injury or illness incurred by the users of the Community Center.
8. No group or individual (s) shall be discriminated against with respect to use of the facilities because of race, color, religion, sex, national origin, physical condition, or age; providing however, that in some cases residents and/or organizations of the City of Kettle River shall be given preference.
9. All activities must have adult supervision; renters are responsible for the actions of their guests.
10. Pursuant to Minnesota Clean Indoor Air Act, smoking is prohibited, except in designated area.
11. Decorations are allowed, however, the use of scotch tape, tacks, nails or staples for attaching decorations is not allowed. Masking tape and wall-mounting removable adhesive are acceptable means of securing decoration with preference being removable adhesive (brand name example Fun-Tack).
12. After the event all food and beverages must be removed, all equipment cleaned and returned to storage space, tables washed, floor swept and washed and garbage removed. Garbage may be placed in the dumpster behind city hall. **It is important that all tables and chairs are to be returned to their prior arrangement after an event.**