LAFAYETTE COMMUNITY CENTER RENTAL AGREEMENT

540 7th Street · Lafayette, MN 56054

RENTER INFORMATION

Date(s): _____ Purpose: _____

Organization (if applicable): _____

Name (person's name required): _____

Phone: _____ Email: _____

Address: _____

RENTAL FEES

City Resident	$75 per day
Non-Resident	$100 per day
Restroom Only	$40 per day
Band Concert/Pie Social	no charge

Nonprofit Meeting	no charge
Nonprofit Fundraiser	$50 per day
Community Invited Activity	$15 per day
all rentals require additional $30 deposit	

A cleaning deposit of $30 is required for ALL rentals. See next sections for cleaning requirements and terms.

USING THE COMMUNITY CENTER

Smoking: No smoking or vaping of any kind inside the building.

Cleaning: Clean up immediately after your event. Cleaning supplies are in the hall cabinet. Use the cleaning checklist included herein and available at the Community Center.

Decorations: Apply/hang decorations with tape only; no nails, screws, thumbtacks, or other materials that may leave residue or damage surfaces. All tape must be removed as part of your cleanup.

Heating & Air Conditioning: Keep the doors closed when the heat or air conditioner is on. If you adjust the thermostat, return it to 74°F in the summer and 68°F in the winter, at the end of your event as part of the cleaning checklist.

Key Return: Put the key in the drop box at City Hall immediately after your event.

Deposit: City staff will inspect the Community Center as soon as possible after your event. If cleaning is completed according to the checklist, and the thermostat is set back at 74°F in the summer and 68°F in the winter, your check will be returned or shredded within one week of your event. If cleaning is not completed according to the checklist or the thermostat (heating or air

conditioning) is not returned to 74°F in the summer and 68°F in the winter, the City will keep your deposit.

Damages: We understand that accidents may happen and we need to address them as soon as possible. Please immediately report any damages or other issues to:

lafayette-utilities@hotmail.com	507-276-1707	Utility & Maintenance Superintendent
lafcityclerk@gmail.com	507-228-8241	City Clerk

The City of Lafayette is not responsible for any accidents, injuries, or damage to person property that may occur during the course of, or as a result of, your rental of the Lafayette Community Center.

By signing below, you agree to abide by the terms of this agreement.

_____ Date: _____
Signature

_____
Printed Name

_____ Date: _____
Signature

_____
Printed Name

CLEANING CHECKLIST
(copies also available at the Community Center)

Main Hall:
- ☐ wipe off tables and chairs; place chairs upside down on tables after they are cleaned
- ☐ remove all tape and residue used for decorations

Kitchen:
- ☐ wipe off and clean all surfaces in kitchen (if the kitchen was used)
- ☐ place only kitchen towels in the bag located by the sink – NO potholders, tablecloths, or rags should go in the towel bag
- ☐ do not leave any food behind – take everything out that you bring in

Restrooms:
- ☐ clean any messes in the restrooms
- ☐ make sure all toilets are flushed

Floors (throughout entire building):
- ☐ spot clean any spills or sticky spots
- ☐ use dry mop to sweep floors
- ☐ wet mop; mix solution according to package directions

Garbage:
- ☐ empty all trash cans, including restrooms, and put them in the dumpster out back
- ☐ put new bags (hall closet) in trash cans

Final Walk-Through:
- ☐ reset thermostat to 74°F in the summer and 68°F in the winter
- ☐ turn off all lights
- ☐ close all doors inside
- ☐ lock and double check all exterior doors
- ☐ return key to drop box at City Hall immediately after your event

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