

# **Lafayette Community Center Rental Agreement**

540 7<sup>th</sup> Street, Lafayette MN 56054

At the January 26, 2022 council meeting, the council made the decision not to hire a custodian for city buildings. There will now be a cleaning deposit of \$30 for groups renting the facility, which will be returned upon verification that the cleaning was completed. Regular non-profit organizations will not be charged the deposit, but the proper clean-up will be verified and will be discussed, if not done. Clean up must be done the day of the event, unless approved by the clerk ahead of time to clean the following day.

Rentals: Non- Resident \$100, Resident \$75 per day, in addition to the cleaning deposit.

The city will provide a check list to all renters as to the cleaning that is required.

The city will verify that the list was completed prior to the return of the \$30 cleaning deposit.

The city will verify that the non-profit groups complete the cleaning required after each meeting.

The city will provide cleaning supplies, for the renter's use.

The renters will be provided a checklist ahead of time, along with a rental agreement to be submitted with payment and the \$30 deposit.

The renters will clean the facility per checklist and anything else as needed.

The renters will alert the city clerk to any issues with the facility.

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

Date Rental Fee Paid: \_\_\_\_\_

Date Cleaning Deposit Paid: \_\_\_\_\_

Signature of Renter: \_\_\_\_\_ Name printed \_\_\_\_\_

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

Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_

For Organizations:

Responsible Person onsite during event: \_\_\_\_\_ Cell: \_\_\_\_\_

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## **Office Use:**

Date Cleaning Deposit Verified/Returned: \_\_\_\_\_

Deposit Return Denied: \_\_\_\_\_ Reason: \_\_\_\_\_

# Community Center Rental

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## Clean up immediately after your event!

- No Smoking:** NO smoking/vaping of any kind inside the building.
- Table & Chairs:** **Do not drag tables and chairs across the floor. Get help and pick them up to move them.**
- Hall Floor:** Spot clean spills and sticky spots, immediately, mop.
- Kitchen Items:** Are provided for your use. Wash and put them away after use.
- Sink:** Sink MUST be wiped them down! Do NOT put food down the sink drains.
- Decorations:** Apply only with tape, no nails, screws, or thumbtacks
- Heat & Air conditioner:** Keep the doors closed when air conditioner is on. If you adjust the thermostat, return it to the temperature it was upon arriving.
- Stay Safe MN:** Follow the Stay Safe MN guidelines.

As the renter of the community center you are responsible for leaving the hall clean. A checklist is provided on the next page to help you.  
Cleaning supplies are in the hall cabinet.

**Thank you for your attention to these rules to help maintain our Community Center and keep costs down!**

# Cleanup Check List

"Many hands make light work!"

Keep in mind there may be someone renting the Community Center after you. Please leave it clean and orderly.

## \_\_\_\_\_ **Table and Chairs:**

\_\_\_\_\_ Wipe off tables and chairs

\_\_\_\_\_ Clean chairs should be placed on top the tables

## \_\_\_\_\_ **Appliances and Counters:**

\_\_\_\_\_ Wipe clean and remove any spills, stains, adhesives, etc.

## \_\_\_\_\_ **Community Center Floor**

\_\_\_\_\_ Spot clean any spills or sticky spots, allow to dry and then use the "dry" mop to sweep the center floor. Do not wet mop.

## \_\_\_\_\_ **Kitchen, bathroom and hallway floors**

\_\_\_\_\_ Sweep with broom. Clean up any spills or sticky spots. Do not wet mop.

\_\_\_\_\_ **Kitchen towels** are contracted. Place them in the bag located by the sink.

\_\_\_\_\_ Towels and cloths should not leave the Community Center.

\_\_\_\_\_ Only put contracted towels in bag, no potholders, table cloths or rags

\_\_\_\_\_ **Sink** - Wipe off all water spots. Do not put food down the kitchen sink.

\_\_\_\_\_ **Walls** - Remove any tape or adhesives

\_\_\_\_\_ **Bathrooms** - Be sure all toilets are flushed and empty of any "waste"

\_\_\_\_\_ **Garbage** - Empty all trash cans, including bathrooms, and put them in the dumpster out back. New bags are in the hall cabinet.

\_\_\_\_\_ Remember to grab your personal items from the refrigerator and stove.

\_\_\_\_\_ **Lights** - Be sure all lights are turned off, including the bathrooms

\_\_\_\_\_ **Doors** -Be sure that all doors are shut: back hallway and both kitchen doors

\_\_\_\_\_ Make sure all outside doors are locked.

\_\_\_\_\_ **Keys** - Return the key back to the clerk's office drop box

\_\_\_\_\_ Report anything broken or missing to the City Clerk

*Thank you for your help in keeping our Community Center a great benefit to our community! Please report to the city clerk any issues that arise concerning the Community Center or if you have ideas for improving it!*