

**CLEAR LAKE COMMUNITY ROOM IN THE MUNICIPAL BUILDING
RENTAL AGREEMENT**

125 Third Avenue South
Clear Lake, SD 57226

Event Date: _____ Event Hours: _____

Name/Organization: _____

Purpose of the Rental: _____

Charges:

Large Party/Open House/Family Gathering - over 20 people	\$50.00
Rummage Sale/Product Party	\$35.00
Small Party/Family Gathering – 20 people or under	\$25.00
Under 20 people, less than 2 hours	<u>\$10.00</u>

Subtotal \$ _____

6.5% sales tax \$ _____

TOTAL \$ _____ Date Pd _____ Check # _____ or Cash

Deposit: \$50.00
(due within 7 days of reservation)

Deposit Date: _____

Amount Paid: _____

Check#: _____ Cash _____ CC _____

It is further agreed that the second party shall assume all responsibility and liability for any injury or damage to person or property at the Clear Lake Community Room in the Municipal Building during the above rental period and that one of the considerations for this rental agreement is that the second party shall absolve and hold the first party free from all injury and damage during the time that the second party uses the Community Room in the Municipal Building under this agreement. I have received a copy of the current rules and regulations concerning this facility.

Please Print:

Contact Person: _____

Mailing Address: _____

Phone Number: _____

Signature(s): _____

Today's Date: _____

***The Grantee indemnifies and holds the City of Clear Lake and all its officers, employees and agents against all claims, losses, or liabilities arising from the use of said room/area arising from but not limited to, the actions of the designed function or activity, but also from the general use of the Community Room in the Municipal Building. Grantee shall abide by all local ordinances, as well as state and federal laws.

RULES AND REGULATIONS

1. Reservation information may be obtained by calling the City Office. The City will have priority in scheduling events and activities. All other requests will be scheduled on a first-come, first-serve basis. All requests must have the written application signed before the rental agreement becomes effective.
2. No sublet shall be initiated by the Grantee.
3. Grantee will be made aware of the general policies of the Clear Lake Community Room in the Municipal Building and they will be responsible to abide by such policies and rules.
4. Grantee will be financially responsible for any and all damage to equipment, facilities, and grounds as a result of their use and shall reimburse the City in full for the expense of such damage. This includes excessive cleanup. Deposits can and will be forfeited if damage is substantial.
5. Grantee will perform the following duties within the prescribed time frame:
 - a) Set up and removal of all decorations
 - b) Clean up and place all refuse in the proper containers
 - c) Have all persons leave the rental area no later than the ending time indicated on the rental agreement

***It is generally expected that the Grantee leave the occupied area in the same condition in which it was found.
6. If renting or making available the use of its facility the City of Clear Lake assumes no responsibility for:
 - a) Loss or damage to any property placed on the premises by the Grantee
 - b) Loss or damage to any property or personal effects, including motor vehicles and their contents of the Grantee, its members, employees, agents, participants, guests, or attendees
7. All questions, concerns and suggestions regarding this document should be directed to the City Office at 605-874-2121.