

**CHISAGO COUNTY SENIOR/COMMUNITY CENTER
RENTAL AGREEMENT (Revised 3.20.2026)**

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIPCODE _____

PHONE _____ CONTACT PERSON _____

EVENT _____ DATE _____ TIME _____

RENTERS ARE ALLOWED IN THE BUILDING ONLY DURING RENTAL TIME. IF IN
BUILDING OUTSIDE OF RENTAL AGREEMENT TIMES IT IS TRESPASSING.
AUTHORITIES WILL BE CALLED.

C\$200.00 REFUNDABLE HOLDING FEE IS REQUIRED TO CONFIRM ANY ROOM. THE FEE
WILL BE REFUNDED IF EACH ROOM IS LEFT CLEAN, UNDAMAGED AND RULES ARE IN
COMPLIANCE. DAMAGE TO ANY AREA OF THE FACILITY IS THE RESPONSIBILITY OF
THE RENTER.

DATE OF DEPOSIT _____ CASH _____ CHECK # _____

_____ **NON-PROFIT NO CHARGE** (501C3 # Required) _____

_____ **ACTIVITY ROOM \$100.00** (TABLES/CHAIRS FOR 32, MAXIMUM 60)

_____ **CONFERENCE ROOM \$50.00** (TABLES/CHAIRS FOR 16)

_____ **DINING ROOM \$150.00** (TABLES/CHAIRS FOR 72, MAXIMUM 120)

_____ **NURSES ROOM \$20.00**

ROOM RENTAL PAYMENT MUST BE RECEIVED BEFORE THE KEY IS ISSUED
THE KEY WILL BE ISSUED ONE DAY PRIOR TO THE EVENT.

DATE OF PAYMENT _____ CASH _____ CHECK # _____

THE UNDERSIGNED RELEASES AND DISCHARGES THE CHISAGO COUNTY SENIOR/
COMMUNITY CENTER FROM ANY CLAIMS RESULTING FROM OR ARISING OUT OF
ANY INCIDENT WHILE USING THE FACILITY.

I HAVE READ THE AGREEMENT AND RECEIVED THE RULES FOR THE EVENT

NAME _____ DATE _____ VOLUNTEER _____

RULES DURING THE EVENT (Rev 3.20.2026)

Renters are only permitted to be in the building at times specified on the Rental Agreement. If you are inside at times outside of times listed on your agreement, it will be considered trespassing and authorities will be called.

1. No candles.
2. No smoking or e-cigarettes (Smoking is permitted 25 feet from the building)
3. **Do not move the piano.**
4. **Do not attempt to open or close the room divider panels.**
5. Only qualified service animals are allowed in the building—NO pets.
6. No loud music or noise after 9 pm. Residents live upstairs.
7. TV or microphones or handicapped equipment must be reserved in advance.

CLEAN-UP RULES AFTER THE EVENT

1. Tables and/or chairs MUST be returned to original placement.
2. Counters tables and chairs MUST be washed and left in clean condition.
3. Any item used (serving dishes, coffee pots, etc.) MUST be clean and put away. Wet or dirty towels should be left on the counter.
4. Floor in strip kitchen MUST be left in clean condition—swept and mopped —brooms and mops available in Janitor Closet.
5. All carpet MUST be vacuumed—vacuum is available in Janitor Closet.
6. Bathrooms need to be left clean.
7. All trash MUST be removed and put into the large green dumpster (**black lid**) outside.
8. Lobby must be left clean and orderly.
9. All lights must be turned off.

Be sure ALL DOORS are locked before leaving. Key may be left after building is locked but absolutely MUST be returned by 10 am the next working day.

THE RESPONSIBLE PERSON WILL BE THE PERSON WHOSE DEPOSIT CHECK IS ON FILE. IF ABOVE ITEMS ARE NOT COMPLIED WITH, THE HOLDING / DAMAGE DEPOSIT CHECK WILL BE FORFEITED.

Signature _____

Date _____