

COMMUNITY CENTER RENTAL AGREEMENT

Starbuck Community Center

307 East 5th Street | PO Box 606

Starbuck, MN 56381-0606

Phone: 320-239-2525 | Fax: 320-239-2545



Event: _____

Event Date: _____ Event Time: _____ to _____

Contact Information:

Name: _____

Mailing Address: _____

Primary Phone: _____ Secondary Phone: _____

Please check all that apply: (see next page for fee schedule)

- Full Room Half Room
- With Kitchen Without Kitchen
- Full Day (6+ hours) ½ Day (6 hours or less)
- Sound/Video Equipment Use (extra \$50 fee)
- Table/Chair Linens Use (extra \$100 fee)
- Non-Profit Rate Wedding (\$500 fee)

TOTAL RENTAL FEE \$ _____ SECURITY DEPOSIT \$ _____

DOWN PAYMENT (due at the time of scheduling) \$ _____

Security Deposit: All renters will be required to deposit with the City of Starbuck \$500.00 in cash (or check) as a security deposit within 15 days of the reservation request, or in the case of a wedding event, 60 days before scheduled use of the Community Center. The security deposit will be held by the City of Starbuck until the rental event is completed and passes inspection. If there is no damage to the Community Center, or there are not excessive cleanup costs incurred, as determined by the City of Starbuck, the security deposit will be returned to the renter. If the City of Starbuck determines that there is any damage, or excessive cleanup costs, the renter will be informed of the damage and repair costs, and the security deposit will be used for payment of excessive cleanup costs, repair and/or replacement. If the cost of excessive cleanup costs, repair and/or replacement exceeds the \$500.00 security deposit, the renter agrees to pay the City of Starbuck for the additional expenses within (30) days of written notification mailed to the address above.

Renter Obligations: The renter agrees that he or she is responsible for compliance with the provisions of this Rental Agreement which includes the Facility Rental Policies and Procedures which are part of the Rental Agreement. The renter named above is responsible for the provisions of this Agreement and is not authorized by the City of Starbuck to sublease the Community Center to any other person(s) or entity.

My signature indicates I understand that this is a binding contract with the City of Starbuck, that I have received a copy of the City of Starbuck Facility Rental Policies and Procedures and have read the provisions of the Rental Agreement. By the signature I represent that I have the authority to enter into this Agreement with the City of Starbuck on behalf of myself and/or the name group that I represent and that I (or the group that I represent) is responsible for compliance with the terms of this Rental Agreement.

Signature of Renter: _____ Date: _____

| Office Use Only: | | | Rental Agreement Rcv'd: _____ | |
|----------------------|-------|--------|-------------------------------|-----------------|
| Payments Rcv'd | Date | Amount | Cash/Check | Returned: _____ |
| Security Deposit: | _____ | _____ | _____ | |
| Rental Fee Down Pymt | _____ | _____ | _____ | |
| Rental Fee Balance: | _____ | _____ | _____ | |

COMMUNITY CENTER FEE SCHEDULE

Starbuck Community Center

307 East 5th Street | PO Box 606

Starbuck, MN 56381-0606

Phone: 320-239-2525 | Fax: 320-239-2545



Building Capacity: 320

Building Dimensions: Full Room - 80 by 60 feet

Half Room - 40 by 60 feet

| RENTAL RATES: | | |
|---|-------------|----------------|
| FACILITY | RATE | RATE (1/2 DAY) |
| Meeting Room (1/2) with Kitchen | \$225/Event | \$150/Event |
| Meeting Room (1/2) without Kitchen | \$150/Event | \$100/Event |
| Both Meeting Rooms with Kitchen | \$400/Event | \$225/Event |
| Both Meeting Rooms without Kitchen | \$275/Event | \$150/Event |

| NON-PROFIT RATES: | | |
|---|-------------|----------------|
| FACILITY | RATE | RATE (1/2 DAY) |
| Meeting Room (1/2) with Kitchen | \$175/Event | \$125/Event |
| Meeting Room (1/2) without Kitchen | \$125/Event | \$75/Event |
| Both Meeting Rooms with Kitchen | \$200/Event | \$150/Event |
| Both Meeting Rooms without Kitchen | \$155/Event | \$100/Event |

The Rental fee for any school or non-profit organization will be waived, provided the event is free and is open to the public to attend and no profit is made. Verification of your non-profit status will be required. All other charges still apply such as sound and video equipment, damage deposit and a custodian fee of \$50.00.

| WEDDING RATES: | | |
|---|--------------|------------------|
| Total Rental Fee | \$500 | |
| Down Payment Due at the Time of Scheduling | \$250 | (non-refundable) |
| Remaining Balance Due 60 Days Prior to Event | \$250 | |

| | | |
|--|--------------|---|
| Security Deposit (REQUIRED FOR ALL RENTALS) | \$500 | (Refundable if NO damages are incurred) |
| Use of Table Linens & Chair Covers | \$100 | |
| Use of Sound/Music Equipment | \$30 | |

****Full Payment which includes security deposit, rental fee, use of table linens, and sound and video equipment.**

*There is a 60-day cancellation policy on the rental facility.
If the cancellation is made 60 days prior to the event your rental fee, security deposit, and sound and video equipment fee will be returned. If cancellation is made less than 60 days prior to the scheduled event, only your security deposit and sound equipment fee will be returned.*

*** (rates effective 1/1/2015)*

COMMUNITY CENTER RENTAL POLICIES & PROCEDURES

Starbuck Community Center

307 East 5th Street | PO Box 606

Starbuck, MN 56381-0606

Phone: 320-239-2525 | **Fax:** 320-239-2545



1. Reservations will be made on a first applied basis. A deposit is required to hold any desired date.
2. All rental fees shall include a damage deposit. The deposit will be returned if there are no problems found upon the final cleanup and inspection by city employees. Any excessive cleanup cost or repair costs for property damage will be deducted from the damage deposit. In the event the cleanup or repair cost exceeds the deposit, the renter will be billed.
3. Doors shall be unlocked and left open during the conduct of the event.
4. Evenings activities must end by 1:00am.
5. The Starbuck Community Center is designated as a Smoke Free Facility.
6. Youth activities must be chaperoned by adults and an identified adult chaperone must be in the building during the event.
7. User is responsible for setting up for all activities. When holding a large event such as a wedding, the day before the event shall be reserved for setting up and decorating with no additional charge.
8. User will not tape, staple, or attach materials in any way to the walls or the ceiling unless attached to the cork board strips. Only pins, pushpins, and thumbtacks may be used. No nails, screws, staples, or other objects are allowed. The City reserves the right to reject any decorations which may be in violation of the Starbuck Fire Code.
9. All decorations used must be removed immediately following the event.
10. User is responsible for taking all tables down, stacking chairs.
11. Instructions on the use of the kitchen are posted in the kitchen. The renter is responsible for proper cleaning of the kitchen immediately after the conclusion of the event. If the City of Starbuck determines that the kitchen was not properly cleaned, the damage deposit will be reduced by the cost of proper cleaning.
12. No repair work is to be done to the facility by unauthorized personnel.
13. User agrees to follow all the rules and regulations set forth by the Minnesota Department of Health.
14. User agrees to not hold the City of Starbuck responsible for harm or injury which may include foodborne illness.

continued on next page...

...Starbuck Community Center Policy & Procedures continued

15. All food and beverages need to be brought in by a licensed caterer or made in a licensed kitchen.
Exception: non-potential hazardous food such as cookies, coffee, and cake.
16. If alcoholic beverages or beer are to be sold the user must contract with a person or entity licensed by the City of Starbuck to sell alcoholic beverages in the City of Starbuck. The licensee must furnish a certificate of insurance to evidence liquor liability coverage for the licensee and with the City of as an additional insured of not less than \$500,000.00 per claim.
17. If alcoholic beverages or beer are to be served and not sold, the user must provide a certificate of insurance in the minimum limit of \$500,000.00 per claim.
- a. To evidence coverage for the unlawful delivery of alcoholic beverages, and
 - b. To evidence coverage for the City of Starbuck as an additional insured.
18. Any licensee serving alcoholic beverages or beer must provide verification that it has provided server training to its employees and must furnish a plan for security related to the event for approval by the Starbuck Chief of Police.

Signed: _____

Date: _____

RENTAL CHECKLIST

Starbuck Community Center

307 East 5th Street | PO Box 606

Starbuck, MN 56381-0606

Phone: 320-239-2525 | **Fax:** 320-239-2545



- All rental fees shall include a damage deposit. The deposit will be returned if there are no problems found upon the final cleanup and inspection by City employees. Any **excessive cleanup** cost or repair costs for property damage will be deducted from the damage deposit. In the event the **cleanup or** repair cost exceeds the deposit, the renter will be billed.
 - **Use of Table Linens & Chair Covers** must require a one payment of \$50 for excess laundry & cleaning cost. If the City employees found that table linens & chair covers were used without payment made in advance, a \$50 fee will be deducted from the damage deposit to cover excess cleanup costs.
- The Starbuck Community Center is designated as a **Smoke Free Facility**.
- User will not tape, staple, or attach materials in any way to the walls or the ceiling unless attached to the cork board strips. Only pins, pushpins, and thumbtacks may be used. No nails, screws, staples, or other objects are allowed. The City reserves the right to reject any decorations which may be in violation of the Starbuck Fire Code.
- **No products shall be used on the floor of the Starbuck Community Center without prior approval from the City Council.**
- All decorations used must be removed immediately following the event.
- User is responsible for taking down all tables and stacking chairs.

DATED: _____

SIGNED BY: _____

TABLEWARE INVENTORY

Starbuck Community Center

MAXIMUM CAPACITY: 320

DIMENSIONS: Full Room: 80 x 60 ft | Half Room: 40 x 60 ft

| | <u>QUANTITY</u> | <u>ITEM DESCRIPTION</u> |
|---------------------------------------|-----------------|-------------------------------------|
| Tables: | 27 | 5ft Round Tables |
| | 17 | Round Linen Tablecloths (White) |
| | 21 | 6ft Rectangular Tables |
| | 326 | Chairs |
| | 149 | Linen Chair Covers (White) |
| Plates: | 334 | 10 ½" Dinner Plates |
| | 333 | 9" Salad Plates |
| | 309 | 7 ½" Dessert Plates |
| Drinkware: | 320 | Coffee Cups |
| | 323 | Saucers |
| | 46 | Coffee Server/Carafes |
| | 239 | 12 oz Water Glasses |
| | 31 | Glass Water Carafes |
| | 12 | Plastic Water Pitchers |
| Silverware: | 4 | Punch Bowls |
| | 348 | Teaspoons |
| | 348 | Forks |
| | 348 | Butter Knives |
| Condiments/ Miscellaneous: | 348 | Steak Knives |
| | 30 | Salt & Pepper Shaker Sets |
| | 53 | Sugar Packet Racks |
| | 37 | Bread Baskets (Liners not provided) |
| | 3 | Bus Boxes |
| | 6 | Folding Tray Stands |
| | 3 | Utility Carts |

***Use of Linens - \$50 rental fee

**Updated 3/21/2023

STARBUCK COMMUNITY CENTER

COMPUTER SET-UP INSTRUCTIONS

307 East 5th Street | PO Box 606

Starbuck, MN 56381-0606

Phone: 320-239-2525 | **Fax:** 320-239-2545



- Computer setup on the community center system in lower drawer of audio cabinet use the long black HDMI computer connect to the computer that you will be using, next plug into wall fixture under the projector screen (East side of community center OR West Side of community center if using the west half). There is also a gray auxiliary (AUX) cord located in the drawer of the cabinet that can be used with compatible devices that have AUX ports.
- Turn on the projector with the East remote control – use the button on the right (I-input)
- If the projector has only the blue screen coming up, try switching the computer input setting that you are using on the computer.