



The Third Floor Youth Center

600 South Fifth Street, Suite 125
Saint Peter, MN 56082
(507) 934-9886

RENTAL AGREEMENT

Application date: _____ / _____ / _____
Rental date requested: _____ / _____ / _____ *One wk notice needed prior to rental*
Rental time: Start: _____ a.m. p.m. Finish: _____ a.m. p.m.
Rental Times should include time for any set-up and also for clean-up

Hours are subject to Community Center hours as well as The Third Floor Youth Center hours.

Name of Renter: _____
(If a group, please list one person who will be responsible for the group)

Address: _____

Phone Number: _____ - _____ - _____ **Email Address:** _____ @ _____

Anticipated Number of Guests: _____ **Approximate Ages:** _____

***Please note:** For youth center rentals, no less than two (2) chaperones provided by the renter are required and then one (1) adult for every seven (7) children under the age of 16. Youth center staff may be available upon request, for an additional fee of \$9.00/hour.*

Comments/Special Requests: _____

- ~ Refrigerator/freezer space is available within the building
- ~ Garbage receptacles/garbage bags are provided but you are responsible for removing trash
- ~ The Third Floor Youth Center is a Smoke-Free and Alcohol Free Facility

RENTAL FEE: \$30.00 per hour; **DEPOSIT:** \$50.00 (due with application). Deposit will be returned upon inspection of space and equipment for any damages incurred during rental.

Please read the attached informational sheet prior to signing the rental agreement in order to know what is expected from you as a renter and what you can expect from us on the day of your rental.

I Have read and I understand the rules stated on the attached informational sheet. I understand my deposit may be forfeited if my group fails to follow all rules and regulations stated. I further understand that if I do not supply the required number of chaperones, the staff person on duty will not allow the rental to proceed until the required number are present. The Third Floor is not responsible for loss or injury.

Signature of Responsible Person

Date

Office Use Only: Date Fee Received: _____ (Cash or Check) Deposit Received: _____

Deposit Returned: _____ If Not, why: _____

Information You Need to Know Prior to Renting The Third Floor Youth Center

1. **Payment for rental must be received either prior to date of rental or on the date of rental.**
2. Cancellations must be received at least 24 hours prior to rental. To cancel a rental, please notify the Coordinator. If no cancellation notice is made, the deposit fee will be withheld.
3. A member of The Third Floor staff will be present at all times during the rental to answer questions and check out equipment. **Note: This person is not there to chaperone the guests or to handle any medical emergencies.**
4. Any special requests should be made on the application form or be made to the TTF Coordinator prior to the day of rental.
5. Renters should adhere to the times specified on the agreement. All activities should be completed and participants out of the youth center by the stated time.
6. All groups renting The Third Floor are required to provide an adult (18 years of age or older) who shall remain with the group for the duration of the rental and be the responsible party for the group's compliance with all rules and regulations. A minimum of two (2) chaperones are required per rental. For youth rentals, you are responsible for one chaperone for every seven participants under the age of 16. If proper chaperones are not present you are liable to forfeit the deposit.
7. Equipment shall not be moved for one area to another unless previous permission has been granted.
8. No decorations are to be put up that will damage the paint or walls in the facility. Only mountable putty and approved wall adhesives may be used.
9. All groups are required to leave The Third Floor in the same or better order and condition than when they arrived. If extra clean up is required, an additional charge for personnel costs may be assessed. Deposit may not be refunded if garbage is not bagged up and removed.
10. The office area is off-limits to any group.
11. Animals are not allowed in the Third Floor unless previous permission has been given. This does not include animals used to assist the handicapped.
12. You may bring in your own food but there is limited refrigerator space. There is a microwave available but it should be cleaned after use.
13. Any damages should be reported to staff on duty or to the TTF Coordinator.
14. Any missing equipment/items after the rental will be charged to the renter at replacement cost.
15. The use of tobacco and alcohol is prohibited.
16. **THE THIRD FLOOR IS NOT RESPONSIBLE FOR INJURY OR LOSS.**

If you have any questions regarding your rental, please contact the TTF Coordinator at (507) 934-9886.

THANK YOU for choosing The Third Floor for your event! If you have any suggestions regarding rentals, please address them to the TTF Coordinator. We would love to hear your feedback.