



**SAINT PETER COMMUNITY CENTER RENTAL AGREEMENT**

600 South 5<sup>th</sup> Street • Ste 200 • Saint Peter, MN 56082

Phone: 507-934-0667 • Fax: 507-934-1204

www.saintpetermn.gov/recreation

**\$100 damage deposit required for all reservations**

Today's Date: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
(Day of week, date, year) (include set-up and clean-up)

EVENT DESCRIPTION: \_\_\_\_\_

**Room/Area:**

- Library Meeting Room
- Nicollet Room 104
- Traverse des Sioux 102
- St. Peter Room 217
- Senior Center 219
- Governor's Room 300
- Multi-Purpose Room ~~304~~ 310 A
- ~~Conference~~ Room 215
- Gymnasium 218
  - Gym A (South Court)
  - Gym B (North Court)

Contact Person: \_\_\_\_\_ Group/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ Cell \_\_\_\_\_ E-Mail \_\_\_\_\_

Responsible Person on site during event time: \_\_\_\_\_ Phone # \_\_\_\_\_

Estimated attendance: \_\_\_\_\_ Alcoholic beverages served? \_\_\_ Yes \_\_\_ No Food served? \_\_\_ Yes \_\_\_ No

Special requests/concerns: \_\_\_\_\_

**Room Set Up Style:**

**Conference:** Nicollet Room  
Traverse des Sioux  
St. Peter Room  
Library Meeting Room

**Banquet:** Senior Center

**Lecture:** Governor's Room

There is a \$25 charge for room set up different than the above.

**Equipment requested:**

- TV/VCR/DVD
- ~~Screen~~ \_\_\_\_\_
- Screen \_\_\_\_\_
- 100 cup coffee pot \_\_\_\_\_
- 30 cup coffee pot \_\_\_\_\_
- Coffee carafes \_\_\_\_\_
- Water pitchers \_\_\_\_\_
- LCD Projector: \$25.00 (\$100 damage deposit required)
- 55 cup coffee pot

*Office Use Only*

Base rate (1-3 hrs): \$ \_\_\_\_\_  
Res NR-Schl-Dis Non-Res

Set up charge(+\$25.00): \$ \_\_\_\_\_

Each additional hour: \$ \_\_\_\_\_

Alcohol (+\$20.00): \$ \_\_\_\_\_  
(\$100 damage deposit required)

GRAND TOTAL: \$ \_\_\_\_\_

(with tax) Check payable to: City of St. Peter

Damage Deposit (separate check): \_\_\_\_\_ (refundable if all conditions are met – see back of form)

**I HAVE READ AND I UNDERSTAND THE RULES AND PROCEDURES LISTED ON THE BACK OF THIS FORM.  
I understand my deposit may be forfeited if my group fails to follow the rules on the back of this form.**

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

Authorized Staff Signature \_\_\_\_\_

Date \_\_\_\_\_

Permit #: \_\_\_\_\_

# Use Policies and Guidelines

## Saint Peter Community Center

1. Room rates reflect the standard set up for each room. Renter/User will be assessed a set-up fee if changes from the standard room set up are needed.
2. Renters/User must adhere to the starting and ending times specified on their contract. All activities should be completed and all participants out of the room by the time stated. An additional fee may be assessed if the user exceeds the stated times.
3. Only those areas specified in the room rental contract may be used.
4. Renter/User is responsible for cleaning up the room/facility and returning it to the same condition as found. All or part of the damage deposit will be retained if clean up is not completed.
5. CANCELLATIONS/REFUND
  - Proper notification (48 hour notice) must be given to the Recreation office in order to secure a refund. (less \$3 administrative fee)
  - If a group or individual does not cancel the facility reservation 48 hours in advance refunds may not be issued and the rental fee is forfeited/If a group or individual fails to show up for a reserved/scheduled event refunds may not be issued and the rental fee is forfeited.
  - Non-profit organizations will be billed the room rental rate for rooms that have been reserved but not used and notification has not been received of cancellation. When applicable, a portion of the room deposit that equals the room rental fee will be retained.
  - The community center reserves the right to cancel all scheduled reservations and activities due to inclement weather or facility problems/emergencies.
6. All groups that include children are required to provide an adult supervisor who shall remain with the group during all activities and be responsible for the group's compliance with all rules and regulations.
7. Renter/User takes full responsibility for conduct of guest or others present during rental period (including participants and spectators) and for any loss, breakage or damage to rooms, equipment or other property caused or incurred during the rental/use period.
8. Room rental fees increase by \$20.00 if alcohol is served during an event and a \$100 refundable deposit will be mandatory. ***A licensed provider must dispense the liquor in all cases where a cash bar is provided for or any administration charge or sale of goods or services is a part of the event.***
9. Absolutely no smoking, chewing or other tobacco use is allowed inside the community center and immediate grounds (within 10 feet). Smoking materials shall not be thrown on the ground. Spitting chewing tobacco on sidewalks or parking lots is prohibited.
10. Decorations, banners, signs or other materials must not be taped, pinned or affixed to the walls, ceilings, windows or floors unless permission is granted.
11. Renter/User may not sublet or transfer their rights or privileges to any other individuals, groups or organization.
12. Animals are not allowed in the Community Center or on the grounds unless previous permission has been granted. (This does not include animals used to assist the handicapped.)

**Failure to follow the Policies and Guidelines  
may result in forfeiture of all or part of the damage deposit and termination of the event.**