

CITY OF NELSON CITY HALL

AGREEMENT FOR USE OF THE CITY HALL

Procedure For Applying

To reserve the City Hall, you must reserve online and mail this Agreement along with two separate checks for the rental fee of **\$100.00** and cleaning and damage deposit of **\$250.00** to City of Nelson, Po Box 68, Nelson, MN 56355.

Name of Renter:

Date(s) of Rental:

Duties to be performed to receive refund of cleaning and damage deposit:

- No smoking, including e-cigarettes or drugs in the building.
- No tape, staples, nails, pins, tacks, wire or use of adhesive hangers on walls, wall fixtures, or ceiling.
- Wipe off and put away all the tables and chairs.
- Bathrooms - all lights are off, toilets are flushed, sinks and floors cleaned.
- Kitchen – dishes, utensils, equipment, etc. must be washed, dried and put away. The sink is drained and wiped clean. Oven, stove and Countertops are wiped clean, and floors are mopped.
- All garbage is picked up outside.
- Empty **all** garbage cans and place in the garbage located by the front door.
Please take what does not fit in the outside garbage can home with you.
- Turn off **all** the lights.
- Ensure the side door is shut.
- Lock the front door.

We would like to keep the City Hall looking good and with your help that can be done.

Renter assumes responsibility for any and/or all lost or broken items and agrees to pay for all damages to City property or equipment over and above normal wear and tear.

Refund of Deposit

Please indicate how you would like your cleaning and damage deposit check refunded, if you complete all requirements to receive the cleaning and damage deposit back.

_____ Mailed back to you
away

_____ Ripped up and thrown

You will receive a text message from the City Clerk letting you know if all requirements were met. **If not all duties were met, you will not receive a refund of your cleaning and damage deposit.**

Phone Number for text:

Renter shall defend, indemnify and hold harmless the City and its officials, employees and agents from any liabilities, judgments, losses, costs or charges (including attorneys' fees) incurred by the City or any of its officials, employees or agents as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss or property damage caused by, arising out of, related to or associated with the use of the City Hall by Renter or by Renter's guests or invitees, except to the extent caused by the sole negligence, gross negligence or willful misconduct of the City or its officers, employees or agents.

I have reviewed the fees and duties required for the use of the Nelson City Hall which pertain to and govern the use for which this Agreement is made, and I agree to be bound by all such fees, rules, regulations, and requirements.

Signature of Renter

Date

FOR OFFICE USE ONLY:

FEES: Hall Rental	\$100.00	Check #
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Damage Deposit	\$250.00	Check #
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TOTAL AMOUNT DUE \$350.00

Date Cleaning and Damage Deposit Returned: _____