

Middle River Legacy Center Rental Fee Schedule & Facility Use Agreement

Rental Space	Hourly Rate	½ Day Rate (4 Hour)	Full Day Rate	Early Set-Up Rate/Day
Gymnasium				
For Profit	\$30.00	\$100.00	\$180.00	\$75.00
Non-Profit	\$20.00	\$60.00	\$120.00	\$75.00
Gym, Stage, Tables & Chairs On-Site Rental				
For Profit		\$120.00	\$210.00	\$75.00
Non-Profit		\$90.00	\$150.00	\$75.00
Concession Space				
For Profit			\$50.00	
Non-Profit			\$25.00	
Cafeteria	\$15.00	\$50.00	\$100.00	\$50.00
Cafeteria, Tables & Chairs On-Site Rental	\$25.00	\$60.00	\$110.00	\$50.00
Cafeteria/Kitchen	\$20.00	\$75.00	\$150.00	\$50.00
Cafeteria/Kitchen Tables & Chairs On-Site Rental	\$30.00	\$95.00	\$175.00	\$50.00
Band Room	\$15.00	\$50.00	\$100.00	\$25.00
Home-Ec. Room	\$15.00	\$50.00	\$100.00	\$25.00
Library	\$15.00	\$50.00	\$100.00	\$25.00
Library Office	\$15.00	-	\$50.00	\$25.00
Elementary Classrooms	\$15.00	-	\$50.00	\$25.00
High School Classrooms	\$15.00	-	\$50.00	\$25.00
Office Spaces	\$15.00	-	\$50.00	\$25.00
Benefits Buildings & Grounds	\$15.00	-	\$100.00	\$50.00

*****ALL space rentals require a \$100.00 damage deposit that will be returned upon satisfactory inspection of the rented space.**

*****The City of Middle River is not responsible for any damage to property or theft that may occur at the Middle River Legacy Center.**

*****If applicable, Proof of Insurance is REQUIRED to be given to the City of Middle River 1 week prior to the event.**

Additional Rental Fees

Rental Item	Fee Charged
Tables and Chairs (On-Site Use)	\$30.00
Stage (Off-Site)	\$25.00/Section/Day (\$100 Damage Deposit Required)
Risers (Off-Site)	\$25.00/Section/Day (\$100 Damage Deposit Required)
Tables (Off-Site)	\$10.00/Table/Day (\$25.00 Damage Deposit Required)
Chairs (Off-Site)	\$2.00/Chair/Day (\$25.00 Damage Deposit Required)
ServSafe Certification Personnel *Required if using kitchen	\$25.00/Hour
Custodial Services *If needed for events	\$25.00/Hour
Garbage Disposal Fees	
1-50 Guests	\$25.00
50-100 Guests	\$50.00
Over 100 Guests	\$100.00
Food Vendors	\$50.00

Monthly Rental Rates

Space Available	Rental Rate
Heated Storage	\$0.50/Square Foot/Month
Elementary & High School Classrooms Office Space	\$1.00/Square Foot/Month
Entrance Key Deposit (returned when key is returned)	\$20.00

***The Middle River City Council reserves the right to raise or lower fees to fit individual situations. Fees may increase if facilities are being used for the sole purpose of income that is derived from use of the facility.

***Those renting are solely responsible for insuring their rental space/personal property that is being stored at the Middle River Legacy Center. The City of Middle River is not responsible for any damage to property or theft that may occur at the Middle River Legacy Center. Proof of Insurance must be provided to Teresa Anderson at the time of signing the rental agreement.

***Those renting space have the option to request a key for the front door of the Legacy Center – for access to the building at all times. A \$20.00 key deposit is required at the time the rental agreement is completed and the rental fee is paid for the first month. If the listed renter destroys or loses the key, the \$20.00 key deposit will not be returned AND the renter will be responsible for replacing the exterior locks at the Legacy Center at replacement cost.

Middle River Legacy Center Rental Agreement

Group/Organization: _____

Contact Person: _____

*The listed contact is the only person who can make changes to the agreement with the City of Middle River

Phone Number: _____

E-mail: _____

Facilities or Equipment Requested: _____

Special Instructions/Requests: _____

Date(s) Requested: _____ Time: from _____ to _____

_____ Time: from _____ to _____

Type of Activity: _____

Expected Maintenance Checklist for Room Rental:

Return ALL tables, chairs or other items that have been moved to the designated storage space. Wipe tables. Sweep and spot mop floors. Gather garbage and place in dumpster.

Rules:

1. The Renter shall return the space to the same condition it was prior to the Renter's use. Any damage or breakage beyond ordinary wear and tear shall be the Renter's responsibility to repair or replace affected item(s). At this time, the damage deposit would not be returned to the Renter.
2. The Renter is responsible for decoration set-up and tear down. Decorations must be temporary and cause no permanent damage (such as nail holes or tape that damages paint).
3. Any changes to the rental agreement must be reported to Teresa Anderson, Middle River City Administrator prior to any action taken.

Both parties are in agreement with this rental agreement and understand their expectations.

**Middle River Legacy Center
Space Requested and Associated Fee(s)**

Space Requested	Rental Fee	Paid	Date
Gymnasium			
Gymnasium, Stage, Tables & Chairs (On-Site)			
Concession Space			
Cafeteria			
Cafeteria, Tables & Chairs (On-Site)			
Cafeteria/Kitchen			
Cafeteria, Kitchen, Tables & Chairs (On-Site)			
Band Room			
Home Ec. Room			
Library			
Library Office			
Elementary Classroom			
High School Classroom			
Offices			
Tables and Chairs (On-Site)			
Stage Sections (Off-Site)			
Riser Sections (Off-Site)			
Tables (Off-Site)			
Chairs (Off-Site)			
ServeSafe Personnel			
Custodial Services			
Garbage Disposal			
Damage Deposit			
Long Term Heated Storage			
Long Term Room or Office Space			
Total			

X

Renter's Signature

_____(Date)

Middle River City Administrator

_____(Date)

Bill To: _____

Address: _____

Hold Harmless: The Lessee shall hold harmless Lessor from any liability for damages to any person or property in or upon the premises, including the person and property of Lessee and those using the premises on behalf of Lessee, and from all damages resulting from Lessee's failure to perform covenants of this Lease.

Return Completed Forms Pages 3-5 To:

City of Middle River
P.O.Box 57
Middle River, MN 56737

Your request for room or equipment rental must be processed and approved by Teresa Anderson, City Administrator. Teresa will send an email notifying you when your request has been approved.

Teresa Anderson's e-mail: citymiddleriver@wikel.com