



Rental Agreement

City of Glencoe

1107 11th Street East, Glencoe, MN 55336

Introduction

The Glencoe City Center is operated and managed by the City of Glencoe under the policies and guidelines established by the Glencoe City Council. This policy promotes the active use of the facility while establishing priorities for use and setting reasonable rules for the use of the facility. Renters are required to abide by it.

Reservation Procedures

A renter must be 18 years of age to reserve a room at the City Center. Tentative reservations will be held up to two weeks for events, at which time a signed contract and the base rental is due. Reservations that are more than 18 months in advance of the event must be approved by the City Center event coordinator. The renter may not sublet the facility, nor may the application be transferred or assigned.

One contact person should be designated to oversee all of the arrangements with the City Center event coordinator. The contact person is responsible for making an on-site appointment with the event coordinator to finalize arrangements a minimum of two (2) weeks prior to the event. The Glencoe City Center and its employees are not responsible for any problems that occur with any event that has not had an on-site meeting.

Cancellation of Rentals and Refunds

Any reservation cancellation of the lease must be in written form provided directly to the City Office personally or by U.S. Mail. In the event the rental requires cancellation, there will be a forfeiture of 25% of the room rental rate, whereas the remaining 75% will be reimbursed within 30 days.

Under certain conditions, the City of Glencoe may be forced to cancel a rental agreement. Possible reasons for cancellation include but are not limited to, a declared state of emergency, unsafe environmental or health conditions, or interrupted utility services. In such an event, the renter agrees that the City of Glencoe shall not have responsibility for anything the renter may suffer or incur due to such a cancellation. The City will attempt to notify the renter as soon as possible if such cancellation occurs. All fees paid to the City by the renter shall be refunded to the renter if the reservation is canceled by the City of Glencoe for any of the above reasons.

Hours of Use

For the meeting rooms, hourly rates apply. There is a two-hour minimum rental for meeting rooms. Renters must notify the City Center event coordinator of arrival and departure times as fees will be set accordingly. Renter decorating/set-up and post-event clean-up/tear-down need to be included in the rental time. Meeting room rentals must end at 10 pm unless rented in coordination with the Grand Ballroom. Events must begin and end at times specified. It will be at the discretion of the City Center event coordinator, and availability of cleaning staff, if the facility will be available on holidays.

General Policies

The renter is responsible for enforcing the policies of the Glencoe City Center. The renter agrees to the following:

1. Comply with all City Ordinances, Minnesota State Statutes, Federal Laws, and the established rules for use which apply to authorized use of the City Center.
2. Supervise the conduct of the participants at their event. Children (ages 12 and under) must be under the direct supervision of an adult at all times.

3. This is a smoke-free public facility. Damages such as cigarette burns or smoke damages will be charged to the renter.
4. Illegal gambling is prohibited.
5. The renter shall assume full responsibility for any unlawful act committed in the exercise of the lease.
6. Disorderly conduct of participants is prohibited.
7. All persons and any equipment not owned by the City must leave the facility at the end of the contracted time.
8. No items from the event are to be left overnight. The City of Glencoe is not responsible for items that have been left behind after the group has exited the facility.
9. The renter shall assume all responsibilities for noise levels of their participants and noise levels shall not disturb other groups.
10. Leave the facility, equipment, and parking lot in a clean and orderly fashion.
11. Renters will be fully responsible for any damage to the City Center facility or equipment.
12. Any damage must be reported as soon as possible to City staff.

Violation of Policies

In the event that rental policies are violated, the City of Glencoe reserves the right to require ceasing all event activities and the vacation of the rental room. In addition, the violation of these policies may result in the denial of future City of Glencoe rental requests.

Alcohol Beverages

Alcoholic beverages shall not be brought onto or removed from the premises by any lessee, participant, exhibitor, or patron. All alcoholic beverages consumed and/or purchased must go through the City Center Coordinator with no exceptions. Consumption of alcoholic beverages must cease at the conclusion of the event. Any rental purchasing alcoholic beverages through the City Center will be required to sign a Social Host policy.

Tables, Chairs, and Linens

The City Center staff is responsible for setting up the tables and chairs prior to the event. If table linens are requested, the City Center staff will put them out and take them off. Napkins rented through the City Center must remain on the premises, a linen bag/bin will be provided to place them in upon clean-up. If tables and chairs need to be moved during the event, it is the responsibility of the renter.

Decorating

The renter agrees to the following guidelines when decorating:

1. The use of tape (includes 2-sided with plastic hooks), pins or tacks, 3M hooks, tacky glue, or any other decorating device on any painted or varnished surface is not allowed. (Includes walls; wood trim around windows/doors/display cases in hallway or metal trim around doors/bathroom stalls)
2. The use of tape, pins, tacks, clips, magnets, or any other decorating device on ceiling tiles, ceiling suspension grids, lights, vents, or any other ceiling fixture is not allowed.
3. The City does not allow any type of sand, pebbles, rocks, glitter, rice, birdseed, confetti (including confetti cannons), etc...to be free-standing. IT MUST BE IN A CONTAINER. Please contact the City Center coordinator with questions.
4. Candles are permitted, but must be in a container/holder three (3) inches in height or greater, and the candle must be contained one (1) inch below the top of the container so wax does not drip onto the tables, linens, and/or floor.
5. All decorations must be removed from the facility by the conclusion of the event unless other arrangements are made prior to the event.
6. The City of Glencoe has the right to refuse certain decorations.

Clean-Up

The City Center staff is responsible for tearing down tables and taking down chairs. While the City Center staff does the base cleaning, the renter is ultimately responsible for the following:

Cleaning of Rented Rooms

- Remove all decorations and personal items from the facility.
- Place all garbage into the garbage cans.
- All liquids should be poured down the drain and not placed in garbage cans.
- Wipe down tables with provided spray and towels.
- Pick up and dispose of large debris from the floor.

Notice of Responsibility/Liability

The City of Glencoe hopes that you and the participants at your event will all have an enjoyable and safe time at our facility. This section is to notify you that the City of Glencoe, the operator of the Glencoe City Center, is responsible only for maintaining the building and its structural components and systems, such as plumbing, lighting, and electricity, in a safe and operable condition. The City is not responsible for the conduct of persons participating in events held at the facility. It is your responsibility as the renter of the facility and the sponsor of the event to see to it that the participants use the facility in a safe and reasonable manner and obey all laws, including the winter parking ordinance from November 1 – April 1.

Likewise, the City is not responsible for the conduct of any persons or businesses hired by you to work at the event, including, but not limited to, food caterers, decorators, and/or entertainers hired to service the event. The renter shall take complete responsibility for the conduct of its group or others present during the rental period and agree to compensate the City of Glencoe for all damages to the facility, equipment, or other property owned by the City incurred during the rental period. Furthermore, the renter assumes all liability for any personal injuries, including death, caused at the scheduled event.

Any disputes or claims of liability involving such providers of services are matters strictly between you, the event participants, and the providers. You agree that neither you nor the participants at your event shall file any claim against or involve the City in any legal action regarding such matters.

By your signature below, you agree that you have been given a copy of and read the City of Glencoe's City Center Facility Rental Agreement, understand it, and agree to abide by its terms.

Signature of Renter: _____ Date: _____