

## Monroe Community Center (MCC)

## Contact Information

Name Address Phone 

## Agreement

Town of Monroe, hereinafter "Town", and the undersigned, hereinafter "Renter", mutually covenant and agree as follows:

1. Renter shall have the use of the Monroe Community Center for  
(event)

from this date & time  mm/dd/yyyy --:-- --

until this date & time  mm/dd/yyyy --:-- --

for the agreed upon amount outlined below.

**2. Renter shall defend, hold harmless and indemnify the Town against any and all claims, liabilities, damages or judgments (and all related expenses) asserted against, imposed upon or incurred by the Town, which may arise out of the rental of the MCC by the Renter, or by the negligence and / or failure to discharge responsibilities by any agent, employee, representative, guest or invitee of the Renter in the rental or use of the MCC.**

3. Use of the MCC is subject to the full and complete compliance with the following conditions:

1. Keys to the MCC may be picked up from the Finance Officer the day prior to your event.
2. The MCC will be cleared and cleaned by the rentor following the event. Cleaning supplies and equipment may be found in the mechanical room.
3. Renter shall be responsible for leaving the MCC in the same condition as immediately before the Renter's use of the MCC. Renter shall including sweeping, cold water mopping and wiping of all tables.
4. **Renter shall pay a \$20.00 per hour charge or the contracted cost for all cleaning and damage repair that needs to be done; this amount will be deducted from the deposit.**
5. Renter shall have the use of the tables, chairs, supplies and other facilities within the MCC, and shall be responsible for all such equipment and facilities.
6. Renter shall not use nails, staples, tacks or similar devices to attach items or decorations to any part of the MCC, nor shall Renter use any paper adhesives, which leave any marks. Removable putty is recommended.
7. Renter shall not skid heavy or sharp objects across the MCC floor. Any scratch marks or scuff-marks made on the floor will result in the forfeiture of the deposit.
8. When leaving the building, Renter shall be responsible for closing and locking all doors and turning off all lights.
9. Exits cannot be blocked at any time.
10. No tables, chairs or kitchen furnishings may be removed from the building.

11. Replacement cost for all missing and/or damaged items will be deducted from the deposit.
  12. The Town reserves the right to refuse permission for the use of the MCC to any person or group.
  13. No animals will be allowed inside the building unless they are in use for ADA requirements.
4. **DAMAGE DEPOSIT:** For the use of the MCC, Renter shall pay a \$40 damage deposit, **which must be paid and received with this contract to reserve the MCC.** The deposit shall be returned to the Renter within thirty (30) days following the event, less deduction(s) for damages or other costs, if any.
5. In the event the Renter violates any of the conditions of this Rental Agreement, Renter shall forfeit the deposit. In addition, Renter shall be responsible to the Town for the payment of any costs, expenses or damages in addition to the deposit forfeiture.
6. Renter shall pay to the Town the rental sum of \$50 per day, thirty (7) days prior to the date of use. Cancellation of the request for use of the MCC will entitle Renter a return of the rental sum and deposit, provided, the cancellation is made in writing and submitted to the Finance Office two (2) days prior to the date of use. Any cancellation less than two (2) days in advance shall result in the forfeiture of the rental sum and deposit.
7. Renter shall not permit the sale of alcoholic beverages on the premises, except as is provided by paragraph eight (8) of this agreement.
- 8. Alcoholic beverages may only be provided by obtaining a Special Events license or Temporary Malt Beverage license from the City Council.**
9. Renter shall not permit the consumption of alcoholic beverages on the premises, except as is provided by paragraph ten (10) of this agreement.
10. Alcoholic beverages may only be consumed on the premises if a Permit is acquired by the board (SDCL 35-1-5.5). To obtain this permit; start by filling out an Alcohol Consumption Permit application.

*\*\*Questions? Please contact the Finance Office at [financeofficer@monroesouthdakota.com](mailto:financeofficer@monroesouthdakota.com) or PO Box 721, Parker, SD, 57047*

*www.MonroeSouthDakota.com*