

Hold Harmless Agreement

I understand that my use of the Kensington Community Center is voluntary and that I am using it for my benefit only. I agree that my use of the Community Center facility is undertaken at my own risk and that the City of Kensington will not be liable for any claims, injuries, damages of whatever nature incurred by me or members of my organization or group, due to the negligence of members of my organization or the negligence of third parties. On behalf of myself and the organization or group I represent, I expressly forever release and discharge the City of Kensington, its agents or employees, from any claims, injuries, or damages of whatever nature arising out of or connected with my use of the Community Center. I also agree to reimburse the City of Kensington for any damage, breakage, maintenance, theft of equipment beyond the damage deposit required if so warranted. The deposit will be returned after inspection of premises and there is no damage.

User Representative

Date

Approved by

City Clerk

Date

Confirmation sent on

Please return this form to:

Kensington City Clerk
P. O. Box 156
Kensington, MN 56343
320-965-2500

Office use only:

Rent Paid Y N Amount: _____ Date: _____

Deposit Paid Y N Amount: _____ Date: _____

Deposit Refunded Y N Amount: _____ Date: _____

Application for Use of the Kensington Community Center

Any person(s), group(s), or organization(s) desiring to use the community center facilities must complete the application and submit it to the City Clerk. The application need be completed only once annually for organizations using the facilities periodically during the year. Those seeking the use of intoxicating beverages must purchase the liquor from the Kensington bar and it must be served by their employees. The request will be reviewed in light of those guidelines and the availability of the facilities. The City Clerk will advise the requesting person/organization of the status of their request as soon as possible after the required forms and a check for the rent and deposit are received.

Name of Individual/Organization _____

Contact Person (print) _____

Mailing Address _____

Phone # _____

Signature _____

Date(s) of use _____

Section(s) Desired: check all that apply

	Rent	Deposit	Total
_____ Council meeting room	\$ 25.00	\$ 25.00	\$ 50.00
_____ Large room	\$100.00	\$100.00	\$ 200.00
_____ Dining room	\$ 50.00	\$ 50.00	\$ 100.00
_____ Kitchen	\$ 50.00	\$ 50.00	\$ 100.00
_____ Kitchen, catered meal	\$ 25.00	\$ 25.00	\$ 50.00

Will Intoxicating Beverages be used: Yes _____ No _____

(If yes, due to insurance purposes you are required to hire a business licensed to serve alcohol, please list the name and phone number of the business you have hired)

_____ Business Name

_____ Phone #

Time of use: From _____ am/pm. To _____ am/pm

Purpose of rental _____

Number of participant's _____

Estimate if actual not known.

Introduction

It is the intention of the City of Kensington to make the Community Center available to the community for public and /or private use. This policy sets forth a consistent plan for renting and using the facility and is provided so that every individual/group or organization receives fair and equitable consideration.

Application/Request for Community Center

The Community Center is available on a first-come, first-serve basis. Individuals wishing to rent the Community Center must complete an application and return it to the City Clerk, with all requirements being met.

Individuals/organizations will be considered and confirmation will be complete with-in one week of receiving a completed application.

Fee Schedule	Rent	Deposit	Total
Council meeting room	\$ 25.00	\$ 25.00	\$ 50.00
Large room	\$100.00	\$100.00	\$ 200.00
Dining room	\$ 50.00	\$ 50.00	\$ 100.00
Kitchen	\$ 50.00	\$ 50.00	\$ 100.00
Kitchen, catered meal	\$ 25.00	\$ 25.00	\$ 50.00

Fees collected are used to cover monthly utility bills, custodial services and maintenance.

Guidelines for use of the Community Center

1. NO smoking allowed in the facility.
2. No tape or tacks are to be used on walls or woodwork
3. NO ITEMS are to be loaned out or removed from this facility, including tables, chairs, coffee makers, dishes, kettles or other kitchen items.
4. Please remove any leftover food following the event. DO NOT leave food in the kitchen or refrigerator and do not leave coffee in the coffee maker.
5. Items in the kitchen belong to the Kensington Senior Center. Prior to use of any kitchen equipment, stove, dishes, etc. please contact Sharon Stevens at 965-2440.
6. If PA system and microphones are used, please make sure they are turned off when finished.
7. Clean and pick up any food or trash on floor. Vacuum all carpeted surfaces including the entry rugs. Spot clean carpet as necessary. Vacuum & carpet spray is located in the janitor room between the bathrooms.
8. Wash and dry counters, stoves and stainless sinks.
9. Wash and dry all kitchen items used and return them to where you found them.
10. Wash off all tables with warm soapy water.
11. Empty all garbage cans. (Bathrooms, Kitchen, Dining Room and Back Room) Garbage cans are located outside, behind the building. Put new bags in cans (replacement bags in janitor room).
12. Sweep and Mop all floors that were used. (Bathroom, Kitchen, Dining room, and Back room) Mop, pail & other cleaning supplies are located in the janitor room.
13. Ensure bathrooms are left clean.
14. When using extra tables from the community center make sure they get wiped down and put back where you found them. Leave 9 round tables set up in the back room with 6 chairs at each table.
15. Please make sure that after your event the outside area in front, around, and in back of the community center is picked up and free of trash (bottles, cans, paper, cigarette butts, etc).
16. Last person to leave the building; please turn off all lights including bathroom lights.
17. Please lock the door and make sure handicapped switch is in the off position.
18. In all cases this is penalized by withholding your deposit.

After your event all personal items must be removed and clean-up must be completed by 7 a.m. the morning after the event.

We hope you will enjoy using the Community Center