



## **Scandia Community Senior Center Responsibilities Agreement**

The City of Scandia hopes your event in our Community Center is enjoyable for all that attend. Please read this agreement thoroughly. It contains your responsibilities as the renter for the event.

**Rental Period:** The rental period shall be as specified in this agreement. Access to the hall on the day prior to the event is permitted, subject to availability, if the additional \$100 or \$150 set-up fee is paid and access will not interfere with other users. Event activities (including music) shall end not later than 12:00 a.m. (midnight.) Events on Sunday may not begin earlier than 10:00 a.m.

**Keys:** The key must be picked up before your function during regular office hours; 9:00 a.m. to 4:00 p.m., Monday through Friday. Return the key to the office the next business day following the event.

**Rental Fees:** All rental fees are due when the facility is reserved. Rental fees are payable by cash or check to the City of Scandia.

**Resident/ Non-Resident Rates:** Resident rates are available to residents of the City of Scandia. Residency will be verified at the time the rental agreement is signed.

**Cancellations:** Rental fees are fully refundable if a written cancellation is received 60 days in advance of the event. Refunds will be issued if a written cancellation is received from 30 to 59 days prior to the event, if the facility is booked for another event for the time reserved. No refunds will be issued if the reservation is cancelled less than 30 days prior to the event

**Cleaning/ Damage Deposits:** **Cleaning and damage deposits must be made in cash prior to picking up the key for the event. Cash deposits will be refunded upon return of the key. A portion of the deposit will be withheld for any cleaning required exceeding one hour, at the rate of \$50.00 per hour, or for any damage to furnishings or equipment.**

**Decorations:** All decorations must be removed at the end of the event. No decorations that may damage any part of the building or furnishings will be allowed.

- No tape on the walls.

- No glitter, confetti or sequins, as it is impossible to clean up off the floor.
- No staples in the wood trim for decorations.
- No items hung from the ceiling.

**Utilities:** All doors must be closed when the heat or air conditioning are on. Turn off all lights and equipment at the end of your event. The switch for the parking lot lights is located in the entry vestibule.

**Security:** Close and lock all doors at the end of your event, including the two exit doors, kitchen door, coatroom door and Heritage Room door. The front door must be locked with the key.

**Equipment provided, Heritage Room:** The dimensions of the Heritage room are 15 feet by 36 feet. It will accommodate seating for approximately 50 people.

**Equipment provided, Hall:** The dimensions of the hall are 48 feet by 68 feet. It will accommodate seating for approximately 200 people. A dais approximately 6 feet by 15 feet is located in the north end of the room. It may not be moved. A small podium is available. There are approximately 30 eight-foot tables, 1 five-foot round table, 3 four-foot round tables and 250 chairs. The number of tables and chairs available is subject to change; please take inventory of what you need prior to your event.

**AV Equipment:** A P/A system is available in the hall. Wireless microphones are available by prior arrangement. The room is equipped with a projection screen; you are responsible to provide any other projection equipment and accessories (such as extension cords) for your event.

**Kitchen Use:** Small functions serving only coffee or light refreshments not requiring use of the major kitchen appliances (stove/ ovens/ dishwasher) may utilize the kitchen for their events without an extra charge for kitchen use. All use of the kitchen facilities must be in accordance with the requirements of the licensing authority (Washington County). Our food and beverage license does not allow use of the commercial kitchen to serve food prepared in a home kitchen. If food will be prepared in the kitchen and served by a non-licensed individual, an orientation on food safety practices must be scheduled with the kitchen's Certified Food Manager.

**Equipment provided, Kitchen:** The kitchen is equipped with the following items in the approximate numbers indicated: plates, 350; cups, 250; glasses, 200; silverware, service for 300; salad bowls, 350; salad plates, 195; dessert cups, 250. One large punch bowl, coffee servers, water pitchers, platters, kettles, and assorted kitchen utensils are provided. The number of kitchen items is subject to change. You or your caterer should take inventory of what you need prior to your event. You must notify the City office if any dishes are broken (651 433-2274). No dishtowels, napkins or table cloths are provided.

**Clean-up, General:**

- All floors must be swept, including the bathrooms.
- Wash all tables you have used. Also wash chairs that have been spilled upon.
- Mop up any spills.

- All refuse (including from bathrooms) must be put into the dumpster located in the back of the building.
- No coffee grounds are to be put in the sinks.
- Return all chairs and tables to the normal configuration (see diagram).
- Extra chairs and tables must be returned to the racks and storage room. Do not stack against the walls.

**Clean-up, Kitchen:**

- Wash and put away all dishes or utensils.
- Return the kitchen to a clean condition: clean coffeemaker, leave sinks and countertops clean, wipe down stovetop and oven, empty basket in dishwasher and put tray from dishwashing spray table through dishwasher cycle.
- Sweep and mop kitchen floor.
- Turn off stove, ovens, dishwasher and coffeemaker.
- Remove all food from freezer and refrigerator; anything food or containers left after the event will be disposed of without notice.

