



**Usage Agreement For
Eckles Community Center**

9735 Cardinal Road, Bemidji MN 56601

The Eckles Community Center (ECC) in a non-profit facility for family and community use.



Rental Information:

Contact Person: _____ Today's Date: _____

Event/Organization: _____ Phone #: _____

Address: _____

Date of Rental: _____

Rental and Deposit Rate:

	Rental	Deposit
Eckles Township meeting and activities where at least one supervisor is present	\$0	\$0
Non-Profit community events (Scouts, 4-H, Homemakers, Funerals, etc.)	Donation	\$50
Family and Religious Events (Weddings, Anniversaries, Graduations, etc.)	\$75	\$100
Government and Business Events (Meetings, Parties, Training, Conferences)	\$100	\$100
Benefits	\$100	\$100
Additional Charges for Usage: Kitchen	\$25	
PA System	\$0	\$100

Total Rental Fee: _____ Total Deposit Fee: _____ (To be destroyed if rules are met)

(Note: The ECC supervisor reserves the right to adjust rental and deposit for hardship situations.)

Rental Rules for Usage:

1. **Reservations:** Rental is made on a first come, first serve basis. Early reservations are encouraged.
2. **Responsibility:** Lessee Person must be at least 21 years old.
3. **Maximum Capacity:** The maximum occupancy is 150 people.
4. **Rental Fee/Deposit Fee:** Rental and Deposit fee will be charged and due at time of scheduling with ECC supervisor or when key is picked up.
5. **Deposit Return:** ECC supervisor will inspect facility/premises after event and destroy unused deposit.
6. **Drugs, Alcohol, Smoking: No drugs or alcohol in facility or on premises. No smoking inside facility.**
7. **Security:** Lessee group will provide all necessary security to assure all Rental Rules are followed.
8. **Garbage: Lessee Group must remove all garbage from premises after event.**
9. **Serving of Food:** If serving food for a fee/charge, in accordance with the Minnesota Department of Health, you must have a license. A free will or potluck meal does not need a license.
10. **Furniture:** Tables and chairs must be returned to original arrangement. Do not move furniture outdoors.
11. **Decorations: ECC supervisor must approve decorations. Do not use pins, nails, tape, etc. on walls.**
12. **Cleanup: All areas must be swept or cleaned (meeting area, bathrooms, kitchen, entry, outdoors) after use.**
13. **Pets:** No pets are allowed in facility or on premises.
14. **Doors:** Do not block doors. All doors must be usable for emergency exit
15. **Windows: All windows must be closed and locked after usage.**
16. **Key:** Lessee is responsible for return of key. If key is lost, Lessee is responsible for cost of changing locks.
17. **Sublease:** Lessee Group must not sublease to another person or group.
18. **Inspection:** Ecc Supervisor will have the right to enter and check activity at ECC at all times during rental.
19. **Cancellation or Reschedule:** A cancellation of \$25.00 will be charged. No fee for rescheduling.
20. **Check List:** Lessee Group is responsible for all items on checklist.
21. **Hold Harmless:** Lessee Group agrees to hold harmless and indemnify ECC from all loss, injury, or damage claims to persons or property resulting from any actions of Lessee Group, its guests, employees, or agents.

I, _____ (Lessee Person) on this date _____ have read and understand the "Rental Rules for Usage" shown above and I will abide by all rules and will be monetarily responsible for any and all damage to the facility, contents, or premises over and above normal wear and tear.

ECC Supervisory: _____

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