

# Lee Community Center - Facility Rental Contract

**Set Up Day: \$150 | Day Rental: \$500 | Cleaning Deposit: \$150 | Heat: \$100/day | Additional Fees Listed below**

## Applicant Information (Lessee)

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Activity Notes or Special Requests: \_\_\_\_\_

Usage Area: \_\_\_\_\_

Use Period: (date) \_\_\_\_\_ (time) \_\_\_\_\_

Rental Fee: \_\_\_\_\_

The Lee Community Center (hereinafter referred to as "LCC") and Lessee in consideration of the terms set forth herein, hereby agree to the following:

1. The LCC will make available the Rink for the use of Lessee at the agreed upon time. The Lessee will not sublease the Rink.
2. The Lessee will comply with all applicable rules and policies of the LCC, also any special rules posted in the Rink.
3. The Lessee shall provide proper supervision to ensure the protection of persons and property. The Lessee will restrict all participants to authorized areas only. If the Rink is rented for a youth activity, there shall be at all times one adult, 18 years or older, present in the Rink.
4. During the time the Rink is being used by the Lessee, the Lessee is responsible for their own personal property, accidents, injuries, damages, or loss of property. Lessee shall indemnify and hold the LCC harmless for any and all claims resulting from the use of the Rink by the Lessee, their employees and guests.
5. The Lessee shall pay a \$150 cleaning deposit before the use of the Rink. The facility used by the Lessee shall be left in a clean and orderly manner for the Lessee to receive their deposit back.
6. The Lessee shall be liable to the LCC for payment in full of the cost of replacement and/or repair of any Rink personal property or real property which is damaged as a result of the Lessee's, their employee's or guests use of the Rink, except for ordinary wear and tear.
7. The Lessee shall not sell or authorize the sale of food or concession items without prior written approval of the LCC.
8. The Lessee is entitled to the use of the arena floor, unless other facilities or services have been arranged in advance with the LCC per listed fees. Listed fees to be invoiced and be paid within 14 days of the event:

- Community Room: \$25/rental day
- Concessions Stand: \$25/rental day
  - Concessions Equipment: \$5/piece of equipment
- Locker Room(s): \$10/rental day per room
- LCC PA w/wireless mic: \$5/rental day
- LCC Equipment (Lift): \$25/rental day
- Table & Chairs (see table and chair rental form)

9. Rental fees shall be paid in full at the time of application unless prior arrangements or alternative payment plans have been made with the LCC Manager.

10. The LCC reserves the right to make spot checks on all events being held in the Rink. The LCC reserves the right to refuse or cancel any rental application that is contrary to public safety and welfare or the LCC ordinances or policies.

11. The Lessee agrees to end the rental session at the scheduled time on the day of rental.

**12. Cancellation and refunds:**

a. The LCC reserves the right to cancel this agreement and withdraw the permission hereby granted for just cause or failure to comply with any of the above terms and conditions. In such cases, the Lessee will, upon request, immediately remove all persons and equipment they have from the Rink. There will be no refund.

b. Under certain weather conditions, The LCC may declare Rink conditions unsafe or unacceptable. This decision is at the sole discretion of the LCC Manager, or any other authorized LCC personnel. The LCC reserves the right to cancel any event due to special circumstances, scheduling conflicts and/or program requirements. When events are canceled, the LCC will make every effort to reschedule at a time convenient to the Lessee. In the event the function cannot be rescheduled, a refund will be processed.

c. **In the event the Lessee finds it necessary to cancel** any of the rental periods of the Rink, the Lessee shall give the LCC Manager (14) days prior notice of intent to cancel.

Applicant (Lessee) has reviewed and agrees to adhere to all policies, rules, and regulations of the LCC. Applicant agrees to the terms on this Ice Rink Rental Contract.

**Checks can be made payable to Lee Community Center and mailed to P.O. Box 303, Morris, MN.**

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**Applicant (Lessee) Signature**

**Date**

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**LCC Manager Signature**

**Date**