

CITY OF MINDEN BUILDING RENTAL AGREEMENT

BUILDING TO BE RENTED: (Check Appropriate Facility)

_____ CIVIC CENTER

_____ COMMUNITY HOUSE

Date of Rental _____

Time Function will Begin: _____ Time Function will End: _____

Name of Sponsoring Organization/Group: _____

Responsible Party: _____

Address: _____

City/State/Zip: _____

Status of Sponsoring Organization/Activity: _____ Non-Profit _____ For Profit

Building will be used for: (Check Appropriate Box)

_____ School Activity _____ Meeting _____ Church Activity _____ Dance _____ Fundraiser

_____ Family Reunion _____ Wedding _____ Reception _____ Anniversary Party

_____ Birthday Party _____ Birthday Dinner _____ Other (explain) _____

Will there be an admission fee/money collected at door or tickets sold for the above activity: _____ Yes _____ No

When the facilities are reserved for a school function, such as dances, there MUST be at least (4) four adult chaperones, 2 male and 2 female, provided by the school.

All other dances must be approved, in advance, and in accordance with Security Guidelines as follows: There MUST be at least two (2) Minden Security Association Officers present and when required, up to four (4) officers present at such functions at a pay rate of \$30.00 per hour per officer. The cost of security and administrative fee of \$10.00 must be paid in advance along with rental fee and applicable deposit.

All functions at Civic Center must terminate by 12 midnight and audience/attendees out by 12:15 a.m. unless prior approval has been given by Facilities Director. At the Community House, the time is 11p.m.

Booking Fee / Rental Fee / Security Fee			
Booking Fee \$ _____	Rental Fee \$ _____	Security Fee \$ _____	Kitchen Fee \$ _____
TOTAL FEES: \$ _____			Other \$ _____
Paid By: _____ CASH		_____ Check (Check No. _____)	
Amount Paid \$ _____	Balance Due \$ _____		

By the signatures affixed below, I (print name) _____, acknowledge that the terms of booking, rental, and security requirements have been thoroughly explained, and a copy of same given to me. I agree to abide by these rules and regulations. Failure to do so will prohibit future use of this building.

LEASEE: _____ FACILITIES DIRECTOR: _____

Signed this _____ day of _____, 20_____.