

CITY OF MINDEN
FORESTRY BUILDING

SEATING:

Chairs Only 350
Tables & Chairs 200

FEES:

Daily Use: **\$150.00**
Deposit: **\$300.00**
Rehearsals: **\$ 75.00**

If rental is cancelled less than three (3) weeks prior to date, the deposit is retained.

RULES AND REGULATIONS:

1. There shall be **NO SMOKING** inside the building.
2. Alcohol **IS NOT PERMITTED** on the premises (INSIDE OR OUT).
Violation could result in criminal prosecution.
3. LESSEE is responsible for:
 - a. Picking up and returning key to building at City Hall during normal business hours.
 - b. Setting up tables and chairs and putting them away when finished.
 - c. Seeing that the building is properly taken care of during use.
 - d. Securely locking building before leaving.
 - e. Completely cleaning building on same day as rented in areas such as, but not limited to, the list below:
 - i. Emptying trash cans
 - ii. Dust mop floors
 - iii. Mop up spills
 - iv. Bathrooms and dressing rooms must be left in presentable manner
 - v. Kitchen is left clean
 - f. Abiding by City Ordinances
 - g. Abiding by Fire Codes
 - h. No nails and tacks being used in building
2. When the building is reserved for school dances, sponsoring organizations must provide at least four adult chaperones – two male and two female. All other dances must be sponsored by a non-profit organization and approved in advance and in accordance with the Security Guideline.
3. Security Guideline: There must be at least (2) Minden Police Officers and when required, up to (4) Minden Police Officers present at such functions at a pay rate of \$20.00 per hour per officer. The cost of security including an administrative fee of \$10.00 must be paid in advance along with rental and deposit fees.
6. All functions must terminate at 12 midnight and audience out by 12:15 unless the Center Director has given prior approval.
7. Failure to follow the rules and regulations will result in loss of deposit and prohibit any future

rentals of the facility. This will include canceling all reservations that have been made.