

ROCHESTER TOWNHALL RENTAL AGREEMENT

Name of Renter/Organization: _____

Contact Person: _____

Billing Address: _____

Phone: Home _____ Work _____

Date requested _____ Email Address _____

Time of Use Hours : _____ to _____ PM__

Frequency _____ Term _____

Rental Fee: \$ 50.00 per meeting \$50.00 Total

RULES AND RESPONSIBILITIES OF USE

1. Arrange for pickup and return of key
2. Doors shall be unlocked during use. All doors shall be locked and lights turned off at end of use.
3. Meeting room, kitchen area and bathrooms shall be left in the same condition as they were found.
4. Refreshments may be served but kitchen must be cleaned and all garbage removed.
5. No drugs, alcohol or smoking are allowed on the premises.
6. No pets allowed.
7. No alterations or decorations unless pre-approved by Rochester Townboard.
8. Use must end by 11:00 pm.
9. Use of the building shall be confined to the meeting room, kitchen area, bathrooms and hallway.
10. Any damage to building or contents shall be repaired or replaced at user's expense.
11. Payment of rental fee shall be due within seven days of use and payable to Rochester Township c/o Town Clerk
12. Failure to follow these rules may be cause for forfeiture of use.

_____ representing _____

Name

Group

Do understand that my group and I will abide by all the rules set forth above.

Signature _____

Date ___/___/___

HOLD HARMLESS AGREEMENT

I understand that my use of the Town Hall meeting room is voluntary and that I am using it for my benefit only. I agree that my use of the meeting room is undertaken at my own risk and that the Township of Rochester will not be liable for any claims, injuries, damages of whatever nature incurred by me or members of my organization due to the negligence of members of my organization, or the negligence of third parties. On behalf of myself and the organization that I represent, I expressly forever release and discharge the Township, its agents or employees, from any such claims, injuries, or damages. I also agree to defend, indemnify and hold harmless the Township for any claims, injuries, or damages of whatever nature arising out of or connected with my use of the Rochester Township Town Hall. I also agree to reimburse the Township for any damage, breakage, maintenance, or cleanup costs arising out of my use of the Town Hall.

User Representative _____ Date ____/____/____.

Please return this form with the rental agreement to:

Becky Hoschouer, Clerk
Township of Rochester
4111 11th Ave. SW
Rochester, MN 55902
507-421-9431

Approved by: _____
Township Clerk
Date ____/____/____.