

## COLERAINE RENTAL POLICY

### FOR THE LOG CHURCH

Welcome to the Log Church. We hope you find the charm and quaintness of our Log Church to your satisfaction. There is no running water in the building, but a satellite toilet is provided on the back side of the church. The fee is \$125.00 plus a \$100.00 refundable damage deposit, which will be refunded immediately after the church has been inspected. Because the Log Church has historical significance, we request that you observe to following regulations:

1. Please do not unscrew the benches.
2. There is no smoking inside the building. Please ask smokers to adjoin outside.
3. All decorations, pop cans, and other refuse must be removed from the church after the service.
4. The church must be left in the condition it was found. Please turn off the lights, turn down the heat to 50 degrees and rearrange the moveable furniture back to its original position.
5. "Wedding bubbles" are permitted outside the building only, but please, no rice inside or outside.
6. If you choose to have candles, use dripleess.

Thank you for your cooperation in helping us keep this building in good shape, so that it can be available for others to enjoy for many more years.

City of Coleraine

Log Church Committee

**LOG CHURCH**  
**APPLICATION FOR RENTAL**

Organizations desiring to use the Log Church facilities must complete the application below and submit it to the City Clerk's office. The application need be completed only once annually for organizations using the facilities periodically during the year. This application shall be submitted at least two (2) weeks prior to the date for which reservation is requested. Those seeking the use of intoxicating beverages are encouraged to contact the City Clerk's office at least four (4) weeks prior to the event. The request will be reviewed in light of these guidelines and the availability of the facilities. The Clerk's office will advise the requesting organization of the status of their request as soon as possible. Usage requests are not approved until the Clerk's office has so advised the requesting organization. Rental and deposit fees must be paid prior to usage and the deposit check will be returned when the key is returned to the Clerk's office.

NAME OF ORGANIZATION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE \_\_\_\_\_

DATES OF USE \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ALCOHOLIC BEVERAGES: \_\_\_\_\_ YES \_\_\_\_\_ NO

TIME OF USE: FROM \_\_\_\_\_ TO \_\_\_\_\_

PURPOSE OF MEETING \_\_\_\_\_

APPROX. NO. PEOPLE \_\_\_\_\_ KEY \_\_\_\_\_ AMT PD \_\_\_\_\_

DEPOSIT PAID \_\_\_\_\_

Building capacity is approximately 100.

Date of application \_\_\_\_\_

**HOLD HARMLESS AGREEMENT**

I understand that my use of the Log Church is voluntary and that I am using it for my benefit only. I agree that my use of the Log Church facility is undertaken at my own risk and that the City of Coleraine will not be liable for any claims, injuries, damages of whatever nature uncured by me or 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 City of Coleraine, its agents or employees, from any such claims, injuries, or damages. I also agree to defend, indemnify and hold harmless the City of Coleraine from any claims, injuries, or damages of whatever nature arising out of or connected with my use of the Log Church. I also agree to reimburse the City of Coleraine for any damage, breakage, maintenance, theft of equipment beyond the damage deposit figure if so warranted.

\_\_\_\_\_  
User Representative

\_\_\_\_\_  
Date

Please return this for to:

APPROVED BY:

City Clerk's Office  
City of Coleraine  
PO Box 670  
Coleraine, MN 55722

\_\_\_\_\_  
City Clerk/Deputy Clerk

\_\_\_\_\_  
Date