

NYBERG COMMUNITY CENTER

APPLICATION FOR RENTAL

Organizations desiring to use the Nyberg Community Center 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 the 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. Please remember that the main floor dining room and kitchen are the rooms available for your use. The downstairs and upstairs are not included in the rental area.

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 PD _____

Building capacity is approximately 75.

Date of application _____

HOLD HARMLESS AGREEMENT

I understand that my use of the Nyberg Community Center is voluntary and that I am using it for my benefit only. I agree that my use of the Nyberg Community Center 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 Nyberg Community Center. 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 form to:

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

Approved by:

City Clerk/Deputy Clerk

Date

NYBERG COMMUNITY CENTER

GUIDELINES FOR RENTERS

PLEASE BRING THE FOLLOWING SUPPLIES WITH YOU AS THE SUPPLIES IN THE KITCHEN BELONG TO OUR SENIOR CITIZENS.

GARBAGE BAGS

DISH SOAP

DISH TOWELS AND CLOTHS

FOIL OR PLASTIC WRAP

PAPER CUPS

PLEASE CLEAN WELL AND RETURN THE TABLES AND CHAIRS TO THE POSITION IN WHICH THEY WERE FOUND.

YOU ARE RENTING THE COMMUNITY CENTER DINING AREA AND KITCHEN ONLY; PLEASE DO NOT ALLOW CHILDREN UPSTAIRS, THERE IS A GATE PROVIDED FOR THE STAIRWAY.

MAKE SURE LIGHTS, OVENS, FANS AND COFFEE POTS ARE OFF AND DO NOT FORGET TO RETURN THE KEY TO THE CLERK'S OFFICE AND PICK UP YOUR DEPOSIT.