

**CORMORANT COMMUNITY CENTER AND SHELTER RENTAL AGREEMENT**

DATE \_\_\_\_\_ DAMAGE DEPOSIT **\$250.00**

CORMORANT ROOM \_\_\_\_\_ SCHOOL ROOM \_\_\_\_\_ SHELTER \_\_\_\_\_

TYPE OF FUNCTION \_\_\_\_\_

WILL THERE BE ALCOHOLIC BEVERAGES PRESENT? YES \_\_\_\_\_ NO \_\_\_\_\_

STARTING AND ENDING TIME OF FUNCTION \_\_\_\_\_  
(include time for clean-up)

Room Fees \_\_\_\_\_ PAYABLE WHEN ROOM IS RESERVED

Deposit **\$250.00** PAYABLE WHEN ROOM IS RESERVED

Total \_\_\_\_\_

PERSON RENTING FACILITY \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

PHONE NUMBER Home \_\_\_\_\_ Cell \_\_\_\_\_

*Would you like to advertise your event on our outdoor sign? \_\_\_\_\_ How? \_\_\_\_\_  
(depending on space, not all of your event listing may fit on the sign)*

**PLEASE READ THE ATTACHED USER POLICY BEFORE SIGNING THIS FORM**

I, \_\_\_\_\_, representing \_\_\_\_\_  
(Name) (Group name)

do understand that my group and I will abide by all the rules set forth on the attached User Policy sheets and fee schedule. We agree that we are monetarily responsible for any damage to the premises over and above the normal wear and tear for our use of the premises on \_\_\_\_\_.  
(Date)

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

The damage deposit will be returned when the premises are approved after use. If the building is not restored to its original condition, any necessary cleaning or repair costs will be deducted from the damage deposit. Any violation of the alcohol policy will also result in keeping the \$250.00 deposit.

Note no key is needed for renting as the double doors of the center automatically open at 7:00 a.m. and automatically lock up at 9:00 p.m. You can still remain in the building after 9:00 p.m. as long as all other doors in the building are locked before you leave.

Checks are to be made out to **Cormorant Township** and mailed to  
Cormorant Township, 10929 Co. Hwy. 5, Pelican Rapids, MN 56572

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# COMMUNITY CENTER FACILITIES

## *Cormorant Conference Room 36' x 50'*

Has built in PA system and wired for TV and VCR (additional sound system available upon request, with supervision.

Folding chairs - 190 each

Rectangular tables (seat 8) – 17 new tables in CR, 2 old

## *School Room (Old building) 28' x 42'*

12 Round white tables (seat 6-8)

3 Brown round tables (seat 6-8)

Folding chairs - 35 each

Upholstered chairs - 22 each

Card tables - 6 each

## *Kitchen*

2 Refrigerators with freezers

3 stoves with ovens

1 microwave

2 Bunn coffee makers (1 in kitchen, 1 in storage)

Miscellaneous pots and pans, salad bowls, water pitchers, coffee urns, carafes, bread baskets, mixing bowls, cutting boards, etc.

Approximately 190 place settings of dishes and silverware

Automatic commercial dish washer