

***CORMORANT COMMUNITY CENTER USE POLICY***

**For Reservations call Cormorant Township Office (218) 532-7042**

**===RULES===**

1. Users must sweep, vacuum, and mop if food or beverages served. Leave furniture as found. *Please initial here if understood :* \_\_\_\_\_ If hall is rented out next morning to another party, hall must be cleaned and restored by \_\_\_\_\_.  
*Please stay out of basement area!*
2. The meeting or function must end by 1:00 a.m. No liquor served after 12:30 a.m., and the building must be vacated by 2:00 a.m.
3. The sale of alcohol is forbidden. **ANY VIOLATION WILL AUTOMATICALLY FORFEIT THE RETURN OF THE \$250.00 DEPOSIT. EXCEPTIONS: SALE OF ALCOHOL BY A LICENSED VENDOR WITH PROOF OF INSURANCE COVERING CORMORANT TOWNSHIP. A COPY OF THE INSURANCE BINDER SHOULD BE IN THE TOWNSHIP CLERK’S POSSESSION THE PRECEDING WEDNESDAY OF THE EVENT.**
4. No pets allowed. No loud music allowed.
5. Any dishes used must be washed and put away; all food must be removed; unplug all appliances; all garbage must be put in the dumpster outside. Turn off lights and lock all doors. Dirty/used towels need to be placed in the dirty towel basket.
6. **Nothing** (pictures, banners, signs, etc.) shall be fastened to the walls or ceiling.
7. **MALEFUNCTIONS**-any break down, malfunction, or problem should be reported immediately to the Building Manager, Ila Mae Lindstrom at (701) 866-5891.
8. The Renter agrees to defend, indemnify, and hold harmless the Town, its officers, agents, employee against any and all liability, loss, costs, damages, expenses, claims, or actions, including attorney fees which the Town, its officers, agents, or employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of the renter or guest of renter.
9. Rental fees are refundable if cancellation is submitted, in writing, **60** days prior to the rental date to **Cormorant Township, 10929 Co. Hwy. 5, Pelican Rapids, MN 56572.**

The rental fee and damage deposit of \$250.00 are required, along with the signed rental agreement, before your date is reserved. The damage deposit will be returned if the premises are approved by Building Manager, after the use of the community center or shelter. If the building is not restored to the original condition any necessary cleaning or repair costs will be deducted from the damage deposit.

Non-Profit/ Service Organization (Board’s discretion)	No Charge (Donations encouraged)
Cormorant Room	\$250.00 daily (seats 250)
School Room	\$ 75.00 daily (seats 75)
Both Rooms	\$300.00
Damage Deposit	\$250.00

**I have read and understand the policy.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**RETURN ONE COPY WITH YOUR PAYMENT and retain one for your records.**

(1/7/13)