

## City of Lynd

### Community Center Rental Agreement

To rent and use the Lynd Community Center, all renters must follow these guidelines for usage and cleaning. Failure to comply may result in a partial or complete forfeiture of the damage deposit, as well as additional cleaning charges.

#### Rental Responsibilities

##### General Cleaning & Resetting

1. All garbage must be emptied, and a new liner placed in each trash can.
  - Trash may be disposed of in the dumpster behind the fire hall labeled “Lynd Community Center” or in the exterior garbage containers located at the front of the building.
  - If only small debris remains at the bottom of a can, a new liner is not required. However, any can containing food or liquid must be emptied and relined.
2. Vacuum all carpeted areas.
3. Do not use confetti—it gets embedded in the carpet and is difficult to remove.
4. Sweep the kitchen floor thoroughly.
5. Remove all personal items brought into the Community Center unless prior arrangements have been made with the City Clerk. Unclaimed items will be discarded.
6. Ensure all lights are turned off before exiting.
7. Leave used dish towels on the counter to be laundered.
8. Wipe down all countertops in the kitchen and event area.
9. If tables were rearranged, return them to their original configuration.
10. Place any extra chairs used back onto the chair cart.
11. Only blue painter’s tape may be used to hang decorations from the walls or ceiling. No other adhesives or fasteners are permitted.

Renter’s Initials: \_\_\_\_\_

12. Remove all decorations and tape from walls and ceilings after use.
13. Do not remove or throw landscaping rock from the front of the Community Center.
14. Confirm all exterior doors are locked and windows are securely closed upon departure.
15. Return the key by either:
  - Dropping it into the payment box outside City Hall; or
  - Bringing it directly to the City Clerk’s office.

#### Additional Cleaning Policy

**If the Community Center is not properly cleaned after your rental, the City of Lynd reserves the right to impose a cleaning fee of \$30.00 per hour, with a minimum charge of one (1) hour. This fee will either be deducted from your damage deposit or invoiced separately if necessary.**

### Payment Information

Rental Fee: \$100

☐ Cash   ☐ Check # \_\_\_\_\_

Damage Deposit: \$100

☐ Cash   ☐ Check # \_\_\_\_\_

(Deposit will be returned following the event if all conditions are met. If paid by check, it will be shredded unless damage or additional cleaning is required.)

Damage Deposit Return:

\$100 returned on \_\_\_\_\_ to \_\_\_\_\_.

### Renter Information

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Rental Date: \_\_\_\_\_

I, the undersigned, have read, understand, and agree to all terms and conditions of this Rental Agreement.

Renter's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by the City of Lynd, Minnesota, this \_\_\_\_ day of \_\_\_\_\_, 2025.

By: \_\_\_\_\_

Jenni DeRuyter, City Clerk