

Proctor Area Community Center - Rental Application and Agreement



Date of Application: _____

Applicant Name: _____

Organization: _____

Applicant Phone Number: _____

Organization Phone Number: _____

Billing Address: _____

City: _____

State: _____

Zip Code: _____

Applicant Email Address: _____

Name of Activity: _____

Purpose of Use: _____

On-Site Supervisor Name: _____ Supervisor Phone Number: _____

Supervisor Email Address: _____

Requested Space *(please circle all that apply)*:

City Chamber Room City Conference Room District Multipurpose Room District Library

Rental Dates: _____

Rental Date and Time: _____ a.m. or p.m. End Time: _____ a.m. or p.m. *(Indicate a.m. or p.m. for both)*

Setup Date and Time: _____ a.m. or p.m. Tear Down Date and Time: _____ a.m. or p.m. *(Indicate a.m. or p.m. for both)*

Estimated number of attendees: _____

Other Special Arrangements/Comments: _____

Enclosed copy of liability insurance *(organizations)*: Yes No

**AGREEMENT, GUIDELINES, FEE SCHEDULES,
AND BUILDING USAGE PARAMETERS FOR THE
PROCTOR AREA COMMUNITY CENTER (PACC)**

PURPOSE

The Proctor Area Community Center (PACC) was designed, constructed, and financed with public funds to serve as a multi-purpose activity center for the public. The public is encouraged to use the PACC. The following guidelines are designed to promote orderly and harmonious use of the facility.

USAGE

The PACC is available for public meeting purposes such as, but not limited to, municipally orientated groups such as city councils, boards, commissions, city sponsored committee/focus groups, or other municipal related activities. The PACC will also be available for other public and private meetings across the broad spectrum of civic related activities including but not inclusive of, religious, service, social, fraternal, or other non-profit organizations whose membership provide service and support to the community at large. Additionally, the PACC will be available for private parties, weddings, reunions, chamber business meetings, and certain other for-profit commercial enterprises like sports shows, home shows, flea markets, festivals, dances, etc. providing these functions do not interfere with public use.

AVAILABILITY

The facility is generally available Monday through Thursday 8:00 A.M. to 8:00 P.M. and Friday through Sunday 8:00 A.M. to 10:00 P.M. Permission may be granted for variation from this schedule.

RULES AND REGULATIONS

- **DISCRIMINATION:** No group or individual(s) shall be discriminated against with respect to use of PACC because of race, color, religion, sex, national origin, physical condition, or age. The PACC reserves the right to refuse rental to any person or group.
- **LOSS, INJURY, THEFT, ILLNESS:** The PACC assumes no liability for loss, theft, damage, injury, or illness incurred by the users.
- **TOBACCO:** The use of tobacco is prohibited.
- **LIQUOR:** Pursuant to Minnesota Liquor Law Statutes, use of alcohol beverages is permitted under certain circumstances, providing all licenses, insurance and indemnification clauses are provided for by the user. Those seeking the use of intoxicating beverages are encouraged to contact the City of Proctor at least four (6) weeks prior to the event. The following is general liquor license rules and requirements. This list is not a complete list and is always subject to change. Renters are strongly encouraged to contact the City of Proctor regarding the use of alcohol at the PACC.

CITY OF PROCTOR LIQUOR LICENSE REQUIREMENTS

- (a) A city issued liquor license cannot be transferred to the PACC.
- (b) Liquor cannot be sold without a license.
- (c) A temporary 3-day license can be granted by the City Council. This temporary license is only for religious, non-profit, or charitable organizations, not for private citizens. Application for this license must be made through the City of Proctor
- (d) If alcoholic beverages are given away at a private a license is not required but proof of

liability insurance is required.

(e) A license is not required for a private party.

(f) BYOB sponsored events by a business, religious, non-profit, or charitable organization must have a City of Proctor Consumption and Display Permit.

- **DECORATIONS:** The use of tacks, tape, nails, or staples for hanging any decoration is not allowed on any wall surface. Masking tape is the only acceptable means of securing decorations. Use of “scotch tape” is prohibited, along with other sticky substances that would mar or mark the surface. Decorations of any kind are prohibited to hang from the ceiling or lights of the facility.
- **LADDERS:** The use of ladders, of any kind, is prohibited inside or outside of the PACC unless approved by the PACC rental coordinator and a certificate of insurance listing the PACC as “additionally insured” according to the Subcontractors Insurance Policy.
- **SIDEWALKS AND PATIO:** Driving on the patio and sidewalks is strictly prohibited.
- **FURNITURE:** The use of furniture (chairs, tables, etc.) off the property is strictly prohibited. NO tables or chairs are allowed outside of the building.
- **CLEANING:** Cleaning supplies and equipment will available, and each renter will be responsible for cleanup and closure activities including:
 - Set up and take down of tables and chairs.
 - Washing all tables and any chairs that have spillage.
 - Returning tables and chairs to the storage.
 - Cleaning the kitchen area thoroughly, including sinks, stoves, refrigerator and counter tops.
 - Removing all personal items, including leftovers, before leaving.
 - Sweeping the area the renter occupied.
 - Mopping is not required.
 - Washing and storage of all dishes, cups, glasses, and silverware.
 - Removing of all decorations.
 - Disposing of all garbage in the black dumpster located in parking lot on the west side of the building.
 - Turning off all lights, ovens, and stoves.
 - Ensuring all doors are shut and locked.
 - Returning keys to the Community Education drop box located in the PACC at the conclusion of the event.
 - Reporting, repairing, or replacing, any damage or loss of facilities or equipment within 24 hours of activity.

- A complete inspection of the PACC or facilities will be done the next day or as soon as possible to determine if everything is in order. If everything is in its place and no damage occurred your damage deposit will be returned.
- The PACC reserves the right to require an approved overseer to oversee any event within a facility covered by this policy.
- Failure to comply with guidelines or rules established regulating the use PACC would be cause for the forfeiture of future use privileges.

APPLICATION PROCEDURE

- PACC rental will be handled on a first come, first serve basis.
- Reservations are made by calling 218-628-6293 or emailing nellis@proctor.k12.mn.us.
- Completed applications must be submitted within one month of the reservation. Exceptions may be granted.
- Application forms may be obtained from Proctor/Hermantown Community of Education website, by calling 218-628-6293 or emailing nellis@proctor.k12.mn.us.
- Proctor/Hermantown Community Education staff will confirm the reservation with the applicant.
- Proctor/Hermantown Community Education staff will arrange a walk-through of the PACC with the

rent prior to occupancy.

- The applicant is responsible for contacting the community education staff to arrange entrance into the facility, during normal business hours the day of the reservation or by 12:00 P.M. Friday *if* the use is on a Saturday or Sunday.
- A damage deposit fee is required at the time of application by the applicant. Rental fees must be paid during regular business hours to the Community Ed office. Payment must be made prior to the event. Cancellation must be made 30 days in advance of the event or your deposit will be forfeited.
- The damage deposit will be held and returned upon satisfactory inspection of the premises and inventory checklist. The damage deposit covers any physical, structural, or other related damages to the facility itself it does not cover theft of equipment (i.e. tables, chairs, kitchen inventory, memorabilia, etc.). The PACC retains the right to file a claim beyond damage deposit to recover or replace these items.
- Those seeking the use of intoxicating beverages are encouraged to contact the City of Proctor office at least six (6) weeks prior to the event.

Rental Rates:

City Chamber Room (occupancy 100)	\$45 per hour
City Conference Room (occupancy 10)	\$30 per hour
District Multipurpose Room (occupancy 15)	\$25 per hour
District Library (occupancy 15)	\$25 per hour
Kitchen Use (use of stove, and oven)	\$50

\$100 damage deposit per room.

Set-up a day prior to an event is allowed with an additional rental day.

**City of Proctor residents receive a \$10/hour discount on rental rates for all spaces except use of the kitchen.

Please sign and date this contract and return it to the PACC along with your payment and damage deposit. I hereby agree to the terms of this contract:

Renter Signature: _____

Date: _____

<p>STAFF USE ONLY</p> <p>Date Application Received: _____</p> <p>Date Reservation was Confirmed with Applicant: _____</p> <p>Date of Walk Through: _____</p> <p>Date Key was Returned: _____</p> <p>Date of Post Event Inspection: _____</p> <p>Date Deposit was Returned if applicable: _____</p>

Natascha Ellis, Coordinator of Community Education Registration and Proctor Area Community Center
218.628.6293 *school days only*
nellis@proctor.k12.mn.us