



City of Osakis

14 Nokomis Street East
PO Box 486
Osakis, Minnesota 56360
Phone #320-859-2150
Fax #320-859-3978
E-mail - cityhall@cityofosakis.com

COMMUNITY CENTER LEASE AGREEMENT

THIS AGREEMENT, made and entered for the ____ day of _____ 20____, by and between the CITY OF OSAKIS, a MUNICIPAL CORPORATION, hereinafter referred to as the LESSOR, and _____ whose address is _____, hereinafter referred to as the LESSEE.

WITNESSETH, that the said Lessor, in consideration of the rents and covenants whereinafter contained, does hereby lease and let unto the Lessee, that part of the Community Center owned by the CITY OF OSAKIS and located in the County of Douglas, State of Minnesota described as follows:

The rent to be paid by the Lessee shall be as follows (Circle Appropriate Amount):

3 Hour Rental Rate	\$60.00
Non-Profit Organizations, Funerals	\$100.00
Reunions, Birthdays, Anniversaries	\$150.00
Setup - Reunions, Birthdays, & Etc. (Half Day)	\$75.00
Weddings	\$300.00
Setup - Weddings	\$150.00
Damage Deposit	\$100.00

Total (Please make 2 checks: Deposit and Rental): _____

SAID RENT SHALL BE PAID IN ADVANCE

Please follow the attached list of tasks to receive your damage deposit back when renting the Osakis Community Center:

- TABLES & CHAIRS
 - Put all tables & chairs back as they were found.
 - Wipe down tables.
- BATHROOM
 - Check to make sure the faucets are off and no garbage is on the floor.
 - All bathroom stalls need to be unlocked when leaving facility.

- KITCHEN

- Wash all dishes/coffee pots/pots & pans that are used.
- Return all dishes/coffee pots/pots & pans to storage units.
- Microwave washed out if used.
- Clean all countertops, sinks & stove.
- Clean Griddle (per cleaning instructions located on top shelf above griddle)
- Sweep the kitchen floor.
- Sweep the main room floor.
- Garbage to dumpster outside on the East side of the building in the back before leaving.

The Lessee shall be responsible for all dishes, silverware, appliances, tables, chairs and all other personal property located on the premises which is damaged or disappears during the time they are in possession thereof. Cooking equipment (pots, pans, roasters and serving bowls), telephone and P.A. System is available at no charge, inquire at City Hall. Upon request by the City, the Lessee will reimburse the City for all long-distance calls, personal property damaged or lost.

\$100.00 Damage Deposit Required for Rental
After Rental and Inspection \$100.00 will be Refunded or Check will be Voided Out

The Lessee shall be responsible for any and all damage to the building and agrees to pay for any repairs required because of damages incurred while the Lessee was in possession of the premises.

The Lessee shall be responsible for any and all issues relating to the use of alcohol on the property. The City Police shall have the right to go on said premises while being rented, for the purpose of inspection or controlling disturbances.

IT IS UNDERSTOOD AND AGREED, that the Lessee agrees to indemnify and hold the Lessor harmless from any claims made by any person because of property damage, personal injury, or death resulting from the use of said premises.

IN TESTIMONY WHEREOF, the parties hereto have set their hands this ____day of _____, 20____.

CITY OF OSAKIS
OSAKIS, MINNESOTA

BY: _____
City Clerk

Occupant

Occupant Phone #

OPENING THE BUILDING

- a. If the building is not open, first call Bob at 320-859-5758 or 218-579-9449.
- b. If he is not available call an on-duty police officer at 320-859-2550.