City of Madison Lake
Community Room Rental Form

Thank you!

Thanks are in order for the continued cooperative spirit of all clubs and people who use our available facilities and remind users of necessary details of the use of the building.

Hall Rental Rates

Private use at three (3) hours (Madison Lake Resident)..... $37.00
Private use at three (3) hours (Non Resident) $47.00
Deposit Required (paid at time of renting)..... $50.00
Community Service Group $10.00
Coffee (per pot)..... $ 2.00

Facilities Available

Room size is 35' X 34' (Capacity: 73)
9 tables for 10
2 tables for 8
25 covered chairs (approximately)
1 – 101 cup coffee maker (provide own coffee)
1 – 10 cup coffee maker (purchase coffee packets from clerk – 20 minute warm-up)
Limited kitchen cooking utensils, stove, refrigerator (with small freezer) and microwave
Coffee and disposable cups are to be purchased.

Key Policy

A key is given to the renter that allows access to three entries to the Community Room. It is to be promptly returned by dropping off or placing it under the Accounting Department door.

Setup and Cleanup

Renters are responsible for set up and clean up. Garbage is to be removed to the dumpsters on the north side of the building unless minimal dry refuse has been deposited. Food and all spills should be cleaned up by the renter.
No confetti, silly string, glitter, etc.
No attaching anything to the walls or ceiling.
No red or grape beverages.

Reserving the Community Room

Please see City Staff to schedule use of the Community Room.
You can contact us in person during our normal business hours (Monday – Friday from 8:00 am to 4:30 pm), by e-mail (amber.brudelie@ci.madison-lake.mn.us), or by phone (507.243.3011).

Date of Rental:_____ Time: _____ Use: _____

Renter Name:_____

Address: _____Phone:_____

Signature of Renter: _____Date: _____

Staff Use

Date: Y N Deposit: Y N Key #: _____

Returned: Y N Returned: Y N

Staff Approval: _____