



CITY OF MADISON LAKE
 Administration | Fire | Police | Public Works
 525 Main Street | PO Box 295
 Madison Lake, MN 56063-0295
 P. 507.243.3011 | F. 507.243.4330

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)\$50.00
 Private use at three (3) hours (Non-Resident).....\$60.00
 Deposit Required (paid at time of renting).....\$50.00

FACILITIES AVAILABLE

Room size is 35' X 34' (Will comfortably accommodate 25-30 people)
 10 tables for 6 (approximately)
 60 folding chairs (approximately)
 1 – 101 cup coffee maker (provide your own coffee, filters, & cups)
 1 – 10 cup coffee maker (provide your own coffee & cups – 20-minute warm-up)
 Limited kitchen cooking utensils, microwave, refrigerator/freezer, toaster/toaster oven

KEY POLICY

A key is given to the renter that allows access to two entries to the Community Room. It is to be promptly returned by placing it in the drop box outside the front door or placing it under the Clerk's door.

SETUP AND CLEANUP

Renters are responsible for set up and clean up. Please ensure all tables and chairs are put away. Garbage is to be removed to the containers on the north side of the building unless minimal dry refuse has been deposited. Food and all spills must be cleaned up by the renter. Deposit may be deducted for cleaning.

- **WASH COUNTER TOPS WITH HOT SOAPY WATER ONLY! NO CHEMICALS!**
- **NO CONFETTI, SILLY STRING, GLITTER, ETC.**
- **NO ATTACHING ANYTHING TO THE WALLS OR CEILING.**
- **NO RED, GRAPE, OR ALCOHOLIC BEVERAGES.**

RESERVING THE COMMUNITY ROOM

Please contact City Staff to schedule use of the Community Room.
 You can contact us in person during our normal business hours (Monday-Thursday from 7:30 am-4:00 pm, Friday until 2:00 pm), by e-mail (clerk@madisonlakemn.gov), 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: _____