

Knife River Recreation Council, Inc.
Rental Policy
Recreation Building

It is the policy of the Knife River Recreation Council, Inc. (KRRC) that the Knife River Recreation Building, located at 199 Alger Smith Road, be used for the following purposes.

1. Primary usage

The Recreation Building provides a place where members/community residents can gather for recreational activities on a year-round basis. All events sponsored by the KRRC are open to the public. KRRC events (meetings, fundraisers, programs, etc.) have first priority for use of the building

2. Special use categories

a. Private events. Members \$30 Non-Members \$60.

The KRRC is supported in part by annual membership fees. A benefit of membership is use of the Recreation Building at a reduced member rate. This member benefit is available to members currently paid for the calendar year on a space-available basis and bookings must be made in advance through the designated KRRC building scheduler. Family membership is defined as a nuclear family living at the same address. A damage deposit is required and renters must leave the facility as described in the **Conditions** section on page two of this document and abide by the posted rules. A person/organization that is not a current member may choose to pay a membership fee and then qualify for the member rental rate. Memberships are paid each calendar year and are not pro-rated into the next calendar year. New members would then qualify for the member rate if they chose to rent again during the current calendar year.

b. Community organizations meetings. No Charge.

The KRRC encourages use of this facility by community organizations that provide information or service to the community, especially those that concern recreational interests and activities in the Knife River area. Use of the building is on a space available basis and must be approved in advance by the KRRC Board of Directors or designee. No damage deposit or usage fee is charged, but the user organization must leave the facility as described in the **Conditions** section on page two of this document and abide by the posted rules.

c. Other organizations meetings and/or events. \$60 per Scheduled Day.

The Recreation Building is available for rent on a space-available basis at a rate set by the KRRC Board of Directors each year. Special rates may be set for member-affiliated organizations. Users must keep the facility in good order, pay the rental and damage deposit, leave the facility as described in the **Conditions** section on page two of this document and abide by the posted rules.

d. Fundraisers and for-profit classes or events. \$60 per Scheduled Day.

When a profit-making event is held, the rental rate per day is \$60 *regardless of membership status*. The renter may not charge admission to the event unless approved in advance by the KRRC Board of Directors. The person or organization sponsoring the event must pay the rental and damage deposit, leave the facility as described in the **Conditions** section on page two of this document and abide by the posted rules.

e. Regular Class Sessions. \$10 each 2 hour block.

When classes are offered on a weekly or other repeating schedule and a fee is charged for attendance, the person or persons offering the class will pay a rental fee for each minimum 2-hour block. The renter/class leader will leave the facility as described in the **Conditions** section on page two of this document and abide by the posted rules.

3. **Damage Deposit** A damage deposit of \$60 per day is charged for each event unless otherwise indicated. This deposit is paid with a separate check that is shredded if the facility is left in good order.

CONDITIONS AND TERMS OF RENTAL:

- **Purpose:** The property rented must be used for purposes above stated, and none other.
- **Condition:** The premises must be left in a clean and orderly condition: Floors swept and mopped if needed. Tables and chairs clean and stacked. Kitchen appliances and bathroom left in clean condition. Decorations removed including masking tape. All garbage, trash and recyclables generated as a result of the rental must be collected and removed from the premises. ***Failure to leave the facility in an acceptable condition and/or remove garbage/trash/recyclables will result in forfeiture of the damage deposit.***
- **Safety requirements:** no furniture, decorations, or other items may be placed in such a way as to block the exits. The renting party/organization is responsible for assuring the building does not become overcrowded. No open flames, sparklers or any fireworks are permitted in the building or on the grounds.
- **Parking:** Guests may not park on the Recreation Center grounds or in any way that causes damage to the Grounds or that interferes with traffic or safety.
- **Smoking:** The building is smoke-free and smoking is prohibited within the building and within 30 feet of the entrances.
- ***Access To Restroom/Building Entrance By Public During Rental: Access and use of the restroom/building entrance area by the public must be allowed during the rental period.***
- **Responsibility:** The renter assumes full responsibility for the appropriate conduct of persons at the building during the rental hours and for any loss, breakage or damage caused to the building, its contents or the grounds. The premises must be used for a lawful purpose. The undersigned renters agree to pay to correct any and all damages to the premises or contents thereof that occur during the time of its use, above and beyond the damage deposit.
- **Indemnification:** The renter agrees to defend, indemnify, and hold harmless the Knife River Recreation Council, Inc., its officers and members against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney fees which the KRRC, officers and members may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the Renter or Guests.

Rental Agreement
Knife River Recreation Council, Inc. (KRRC)

THE KRRC RECREATION BUILDING IS A NON-SMOKING BUILDING.

1. Purpose of rental _____
2. Category (circle one) a b c d e
3. Deposit amount. \$ _____ Date received _____ *
4. Date of rental ____/____/____ Hours _____ to _____
5. Rental amount \$ _____ Date received ____/____/____ **

*The damage deposit and rental fee must be paid and a signed agreement returned to confirm your reservation. Failure to leave building in clean condition will result in loss of your deposit. **Rental payment is non-refundable in the event of

6. Will alcohol be served at the event? _____ YES _____ NO
7. If alcohol is served you must provide the following:
 - a. Certificate of Insurance Coverage for the event, minimum of \$1,000,000 liability.
 - b. Insurer's Name _____ Phone Number _____
 - c. A uniformed security officer must be present for your event. Name of Security
Firm or Police Department _____ Phone _____
Name of officer _____ License Number _____

IMPORTANT: Alcohol may not be sold or otherwise exchanged for compensation in any way in connection with the use of the building.

KNIFE RIVER RECREATION BUILDING RENTAL AGREEMENT AND WAIVER

I, THE SIGNATORY OF THIS AGREEMENT, REPRESENTING MYSELF AND/OR THE GROUP NAMED BELOW, WISH TO USE THE KNIFE RIVER RECREATION BUILDING ON THE DATE REQUESTED FOR THE PURPOSES STATED IN THIS APPLICATION. I AGREE TO PROVIDE PROOF OF INSURANCE FOR THE GROUP I REPRESENT AND WAIVE ALL CLAIMS FOR INJURY, DAMAGE OR OTHER LIABILITY AGAINST THE KNIFE RIVER RECREATION COUNCIL, INC., ITS MEMBERS AND BOARD OF DIRECTORS RELATED TO USE OF THIS BUILDING AND THESE FACILITIES.

Sponsoring Individual _____ **Phone** _____

Sponsoring Group/Organization _____

Address _____ **Phone** _____

Signature of Responsible Party _____ **Date** ____/____/____

Knife River Recreation Council, Inc. does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring of staff, selection of volunteers and vendors, programs, facility rentals and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and community.

Rental authorized by _____ **Date** ____/____/____

Deposit and Rental received _____ **Date** ____/____/____

Building left in acceptable condition _____ **Deposit check destroyed** _____