



Clover Ridge Community Room Rental Application Form

This application form must be filled out **COMPLETELY** prior to the requested usage date. The person filling out this application (Contact Person) must be an adult. All youth must have adult supervision at all times.

All appropriate fees must accompany this application form prior to the application being approved and a facility permit being issued.

Contact Person _____

Mailing Address _____ City _____ Zip _____

Primary Number _____ Alternate Number _____

Email Address _____

Name of Organization *(if applicable)* _____

Requested Day & Date _____

<i>Fees:</i>	<i>Clover Condominium Residents</i>	<i>No Charge</i>
	<i>Chaska Resident</i>	<i>\$50/hour</i>
	<i>Regular Rate</i>	<i>\$60/hour</i>

<p>Additional Information:</p> <ul style="list-style-type: none"> - Alcohol may not be served in this room. - Room cannot be rented past 10pm
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** A \$300 refundable damage/clean up deposit may be required depending on type of event. Resource and Event Services Supervisor will advise if this is applicable.*

Room Start Time _____ AM PM
(includes set-up)

Room End Time _____ AM PM
(includes take-down/clean-up)

EVENT DETAILS:

Nature of Event _____ (meeting/banquet/birthday/reception...)

Actual Event Start time/Guest Arrival: _____

Anticipated Number of People: _____

Are you serving food? YES NO *If YES, please explain (bringing own, catering, etc)*

Are you providing any type of entertainment (music, entertainer, etc)? YES NO *If YES please explain*

By signing this application, applicant acknowledges, agrees and specifically states that he/she has read and understands its policy, rules and regulations relating to the room rental at the Clover Community Room and agrees to be responsible for any damage to the facility occurring during and by this use. Applicant hereby agrees to defend and hold the City of Chaska harmless from any causes of action relating to the violation thereof.

Signature of Applicant _____ **Date** _____





Clover Ridge Community Room Room Rental Policies and Information

1. All renters are in charge of their own set up and take down of the tables and chairs and clean-up of the room. **See Damage Deposit/Clean Up Contract for an outline of your clean-up responsibilities.**
2. Key for the room can be checked out from the Chaska Community Center front desk no more than one or two days prior to your rental. You will sign out the key and return it the following day. Call 952-448-5633 for current building hours.
3. A minimum of 7 days notice is required to reserve the Clover Ridge Community Room. Residents cannot reserve the room for Non-Residents.
4. A \$300 refundable damage/clean up deposit may be required for certain large events – the Resource and Events Supervisor will advise if this is applicable. Renters are responsible for any damage occurring during and by their use. See Damage Deposit/Clean Up Contract for an outline of your responsibilities.
5. You must figure set up/take down time into your rental request.
6. All appropriate forms and fees must be submitted prior to any confirmation permit being issued. Do not consider the space booked for you until you receive a Facility Permit confirming your reservation.
7. Cancellations must be made at least 6 weeks from the date of the event to receive a full refund (damage deposit automatically returned). Cancellations made less than 6 weeks to the date of the event will be charged 50% of the total room fee (damage deposit automatically returned).
8. DECORATING - Tacks, glue, tape, and other adhesive type products are NOT permitted use on any walls in the Clover Community Room.
9. Band and/or DJ allowed, but **NOT PAST 10 PM!** Please keep music at a reasonable level, and keep in mind that there are residents above that room.
10. The room has seating for 75, providing both round and rectangular tables-this is considering seating on both sides of the table. Classroom style seating, or seating on only one side of the table, brings this number down.
11. Smoking is prohibited in the Clover Ridge Community Room, as well as alcohol consumption and service. Please make sure your guests observe this ordinance.
12. There is a fully equipped kitchen and full restroom facilities.
13. There is NO A/V equipment available; you must provide your own.



CLOVER RIDGE COMMUNITY ROOM
Room and Kitchen Damage/Clean Up Deposit

CONTRACT

*Please read carefully and return with Rental Application form.

Deposit Amount: \$300 Not Applicable

All renters are responsible for the operating rules of the Clover Community Room, as well as for the conduct of its group or others present during the rental period. **The rental party shall take full responsibility for undue damage and excessive dirty, or untidy, conditions to the building, rooms and/or City equipment and furniture.** Please remind your group that the Clover Community Room is located in a place of residence. Unruly guests and unsupervised children around the building will not be tolerated. Service of alcohol is prohibited in the Clover Ridge Community Room.

COMMUNITY ROOM

Examples that the renter is responsible for include, but are not limited to:

- 1) Supervision and conduct of all guests.
- 2) Damage resulting from inappropriate actions.
- 3) Soiling and/or stains caused by neglect and irresponsible action and activities.
- 4) Making sure all tables and chairs are taken down and put away. Please make sure to clean all tables before putting them away.
- 5) Sweep the floor before leaving – small broom and large dust mop broom located in the storage closet by the kitchen.
- 6) Making sure all garbage is thrown away in garbage cans provided.
 - a. Please throw away all garbage in the cans provided in the room. You are not required to remove the garbage bags from the room. Extra bags, if needed, are located in the storage closet by the kitchen.
- 7) Making sure all decorations are taken down and removed- see policy sheet for rules on decorating.
- 8) Any clean up period of time that is in excess of our average clean up time that is the result of any of the above noted examples.

KITCHEN

Thoroughly clean the following areas as used:

- 1) All counter tops and sinks
- 2) Oven, stove top, and microwave
- 3) Any spills in the Refrigerator or Freezer
- 4) Any walls dirtied during the event.

It is understood that the renter's deposit of \$_____ will be held if the items listed are not thoroughly cleaned or are damaged. Any damages in excess of the amount of the deposit will be billed to the renter.

Signature(s) of Primary Renter(s)

Date

Dear Prospective Renter,

Thank you for your interest in the Clover Ridge Community Room. Enclosed are copies of the room policies, fee structure, and a room rental application form. Please note that the Clover Ridge Community Room is a tobacco-free facility. The use of tobacco products on the premises may result in a loss of the damage deposit.

To reserve the Clover Ridge Community Room definitely for your event, you must return the following to the Facility Coordinator:

- Completed Application Form
- Signed Damage Deposit/Clean Up Contract
- Full Payment of your total anticipated fee
- Appropriate Refundable Damage Deposit (\$300), if applicable

You will then receive a 'Facility Permit' confirming your dates and times. *Do not consider any space held for your group until you receive this confirmation.*

Please hold on to your facility reservation contract, as you may need to refer to specific information on the contract. Your damage deposit will be refunded to you following your event providing no damage has been done to the spaces rented.

If you have more specific questions, please feel free to contact me at 952-227-7748.

Again, thank you for your inquiry.

Sincerely,

Jaime Wiemann
Resource and Event Services Supervisor
City of Chaska