

City of Houston

Facility Rental Agreement

105 West Maple Street, Houston, MN 55943
Phone: (507) 896-4033 Fax: (507) 896-3643
City Hall Hours are Monday-Thursday 9am-4pm & Friday 9am-1pm

Renter: _____

Facility Rented: _____

Address: _____

Daytime Phone: _____

Email: _____

Type of Event: _____

Date: _____ Time From: _____ To: _____

Non-Profit: [] Yes [] No

Rental Fee Received: _____
Cash []
Check [] Number: _____
Deposit for Locked facilities: _____
Key #: _____

Unlocked City Rental Facilities
(No deposit required)

- [] Trailhead Band Shell Daily Rental \$100
[] Trailhead Park Shelter Daily Rental \$50
[] City Park Shelter West Daily Rental \$50
[] City Park Shelter East Daily Rental \$50

Locked City Rental Facilities

- [] Community Center Daily Rental \$300 Deposit \$100
[] Nature Center-Meeting room Daily Rental \$50 Deposit \$100

The renter must sign this agreement. By doing so, the renter agrees to adhere to the following requirements and accepts responsibility for failure to do so.

A. **Reservation:** Reservations are made by submitting a completed facility rental agreement, applicable rental fee, and deposit. Upon receipt of the required agreement, rental fee and applicable deposit, reservations may be considered complete. The required items may be submitted to City Hall, 105 E Maple Street/PO Box 667, Houston, MN 55943. A copy of this agreement is available at City Hall and on the city, website located at: houston.govoffice.com. The Rental Calendar may serve as a guide to availability.

B. **Cancellation:** If your event is cancelled for any reason, please notify City Hall as soon as possible to allow others the opportunity to rent the facility.

C. **Nuisance:** The renter is responsible for the conduct of guests during the rental period. If anyone causes a public nuisance they may, at the discretion of the Police Department, be ejected from the facilities.

D. **Trash:** Trash containers and liners are provided. Renters are responsible to place all refuse in these containers. If the trash containers become full and trash continues to accumulate, please change the trash bag and put the full bag in dumpster located southeast of the facility vestibule door.

E. **Animals:** Dogs are allowed at unlocked City Facilities but must be kept on a leash and cleaned up after. Service dogs are welcome in all City Facilities.

F. **Damage and Cleanliness:** The renter is responsible and will be charged for any damage or extra cleaning required as a result of their use. The renter agrees to remove trash from the facility and place in the dumpster and dust mop/sweep the locked facilities following use. The renter must remove all decorations, tablecloths and anything else they brought into the facility. The renter is also reasonable to report all damages to or issues with the facility to City Hall upon end of rental time or the next business day.

G. **Minimum age:** Renters must be at least 18 years of age, and events must be supervised by a responsible adult at all times.

H. **Alcohol:** The renter shall indemnify and hold the City of Houston harmless for any liability introduced by the consumption of alcoholic beverages upon city property during the rental period.

I. **Facilities rented:** The City's Facilities require a substantial annual maintenance cost, with most of the usage occurring on weekends. If a renter encounters a conflict, they are encouraged to contact the Police Department's non-emergency number 896-3076, City Hall 896-4033, or the County Sheriff non-emergency dispatch, 507-725-3379.

J. **Rate increases:** Rental rates are subject to change.

K. **Light bulbs:** (For unlocked City Facilities only) Please bring your own light bulbs for evening and nighttime events. There are 4 light bulb sockets in each shelter. The lights are on a timer if there is a bulb in the sockets the lights will automatically turn on at dusk.

M. **Parking:** Vehicles are not allowed on grass or sidewalks.

N. **Tables/Chairs/Miscellaneous Equipment:** These items are provided for use within the assigned facility. They are not to be removed from said facility and are not available for rent or use outside the assigned facility.

Signature: _____ Date: _____