

RENTAL AGREEMENT
Sts Peter & Paul Zimmer Hall

Group Name _____ Event Date _____

Contact Person _____ Beginning Time _____ End Time _____

Group Size _____ Home Phone _____ Cell _____

Space Needs: Kitchen _____ Zimmer Hall _____ Classrooms _____ Dance Floor _____

Signature _____

Rates

Deposit: \$25.00

Rental Fee: Less than 75 people - \$50.00

75 or more people - \$100.00

Requirements

Deposit may be returned to groups less than 75 if the facility is clean. (Deposit must be picked up within 14 days)

Groups of 100 or more will require the SPP Facility Manager to be on-site during event.

Facility user shall make payment of at least \$50.00 at time of executing this agreement. The balance shall be paid within 5 days of the event.

Facility user shall not allow any illegal substances or any unauthorized weapons on the premise.

No smoking is permitted in the building. Smoking is only permitted by the ramp doors near the cigarette containers.

Liquor License is required if alcohol is served.

All groups are required to properly supervise their members. If the group includes persons under the age of 18, adults must be in attendance and assume responsibility for their behavior and actions.

The group or individual using space is responsible for the care of that space that includes promptly cleaning spills, vacuum when necessary and keeping safe walkways at all times. Any damages or unreasonable clean up expense will be charged directly to the group or individual responsible. Charges will be in addition to the rental fee.

Groups and individuals are expected to clean up the area and leave building as they found it. This includes disposing of litter, debris, and garbage. Dishes must be washed, dried and put away.

Maximum Capacity: 300

Contact information: Cheryl Fike, Facility Manager (320-467-0700)
Cindy Thripleton, Office Coordinator (320-396-3105)