



**SPRING LAKE PARK
BLAINE
MOUNDS VIEW
(SBM) FIRE DEPARTMENT**

**2023 MEETING ROOM RENTAL AGREEMENT
11920 Ulysses Street NE Blaine, MN 55434**

TODAY'S DATE _____

ORGANIZATION NAME _____ PHONE NUMBER _____

ORGANIZATION ADDRESS _____

MAIN CONTACT _____ CELL PHONE _____

EMAIL _____ FAX# _____

PROJECTED ATTENDANCE _____

DESCRIPTION OF EVENT TAKING PLACE _____

SINGLE DAY REQUESTED _____ START TIME _____

END TIME _____

MULTIPLE DATES REQUESTED: START DATE _____ START TIME _____

END DATE _____ END TIME _____

****THE FRONT DOORS WILL BE UNLOCKED ½ HOUR BEFORE AND ½ HOUR AFTER TIME NOTED****

ROOM DESCRIPTIONS AND RENTAL CHARGES:

OPTION 1: MAIN TRAINING ROOM: 2500 SQFT. TABLES AND CHAIRS FOR 100

OPTION 2: LAFRANCE CONFERENCE ROOM: 480 SQFT. TABLES AND CHAIRS FOR 33

OPTION 3: POLENIK CONFERENCE ROOM: 396 SQFT. TABLES AND CHAIRS FOR 28

Option 1 Rental Cost: \$425 FOR THE DAY (12 HOURS) \$250 FOR 6 HOURS or less

LAFRANCE CONFERENCE ROOM: \$250 FOR THE DAY (12 HOURS) \$125 FOR 6 HOURS or less

POLENIK CONFERENCE ROOM: \$150 FOR THE DAY (12 HOURS) \$100 FOR 6 HOURS or less

<input style="width: 40px; height: 30px; border: 1px solid green;" type="checkbox"/> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 5px;">Option 1</div>	<input style="width: 40px; height: 30px; border: 1px solid green;" type="checkbox"/> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 5px;">Option 2</div>	<input style="width: 40px; height: 30px; border: 1px solid green;" type="checkbox"/> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 5px;">Option 3</div>
<div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 5px;">12 Hour <6 Hour</div>	<div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 5px;">12 Hour <6 Hour</div>	<div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 5px;">12 Hour <6 Hour</div>

Upon accessing facilities, I hereby hold harmless the Spring Lake Park Fire Department, Inc. from any and/or all injuries sustained resulting from the use of any facility or equipment within; I understand that any medical expense incurred as a result of an injury that occur will be at my expense.

I have read, understood, and agree to abide by the facility use and security policy.

I understand that failure to abide by these policies may result in the loss of privileges for me and possibly others.

Room Usage:

- a. If the kitchen is being used, you must bring your own food and supplies. Appliances can be used. Kitchen must be cleaned up after each use, wash dishes, clean counter tops and any spills.
- b. Use diligence in keeping the room clean, wipe the tables down, chairs, pick up garbage from the floor, SBM does not have a cleaning contractor
- c. Garbage must be collected and brought outside and placed in dumpster.
- d. Use only the equipment that you are comfortable or have been trained to operate.
- e. Tables and chairs can be arranged to meet your needs but must be placed back to original format.

*CANCELLATIONS: If you have paid, and the event is canceled for whatever reason, you can:

- A. be refunded, minus a \$10 processing fee
- B. reschedule for another date with no extra charge

ACCEPTED AND SIGNED BY: (a) _____

DATE SIGNED: _____ DATE EXPIRES: 12/31/2023

PAYMENT METHOD: CASH CHECK CREDIT CARD

ACTIVATED IN SYSTEM: DATE _____ BY INITIALS _____