



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

2024 MEETING ROOM RENTAL AGREEMENT

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 \_\_\_\_\_

**\*\*WE WILL RESERVE ½ HOUR BEFORE AND ½ HOUR AFTER TIME NOTED FOR SET UP AND CLEAN UP\*\***

## 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

MAIN ROOM: \$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: 40px; border: 1px solid green;" type="checkbox"/> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> <p style="text-align: center;">Option 1 Training Room</p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px; text-align: center;"> <input type="radio"/> 12 Hours   <input type="radio"/> &lt;6 Hours         </div>	<input style="width: 40px; height: 40px; border: 1px solid green;" type="checkbox"/> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> <p style="text-align: center;">Option 2 LaFrance Room</p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px; text-align: center;"> <input type="radio"/> 12 Hours   <input type="radio"/> &lt;6 Hours         </div>	<input style="width: 40px; height: 40px; border: 1px solid green;" type="checkbox"/> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> <p style="text-align: center;">Option 3 Polenik Room</p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px; text-align: center;"> <input type="radio"/> 12 Hours   <input type="radio"/> &lt;6 Hours         </div>
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I hereby accept the ownership and responsibility of the facility security while I utilize the location. 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 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.

**Organization's Authorized Signature:** \_\_\_\_\_

**Room Usage:**

- a. If the kitchen is 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. Use only the equipment that you are comfortable or have been trained to operate.
- d. Tables and chairs can be arranged to meet your needs but must be placed back in their original format.
- e. Failure to clean up and return the room to its original setup will lead to removal of the organization utilizing the facility. Failure to clean may also result in charges for cleaning services.

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

- A. be refunded, minus a 5% processing fee.
- B. reschedule for another date with no extra charge.

ACCEPTED AND SIGNED BY: (a) \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_ DATE EXPIRES: 12/31/2024

PAYMENT METHOD:  
 

CASH

CHECK

CREDIT CARD  
\*3.5% surcharge added

ACTIVATED IN SYSTEM:   DATE \_\_\_\_\_   BY INITIALS \_\_\_\_\_