



The Bremer Community Center, Inc. (“Bremer Community Center”) Recreational Rental Guidelines

Please read the following guidelines carefully. These guidelines establish an understanding of what is expected when the Bremer Community Center is rented. Please leave this facility as clean or cleaner than when you arrived. We want to keep our facility in excellent condition for the use of our community.

A rental deposit of at least 50% of the total rental is due in order to reserve a room. This deposit is non-refundable, unless agreed to in writing by the Bremer Center board. The balance of the rental fee is due before you use the room on the day of your event.

A damage deposit of up to \$250 may be required. The damage deposit is due with the reservation via check and will be returned after the rental event upon receipt of room payment, keycard return (if applicable) and inspection of the building by Bremer Center staff. You are responsible to pay additional costs for damage caused by negligence or misuse of the facility not covered by the damage deposit.

There are several areas available for rent in the Bremer Center. Please use only the portion of the building you have rented for the time frame agreed upon. It is possible that different rooms could be rented by different parties on the same day.

If desired, a walk through of the rental space will be provided prior to the rental at a date and time arranged by you and the Bremer Community Center director.

We have keycard access to the facility. Keycards (with instructions) are generally mailed approximately a week before your rental.

There is a drop box attached to the wall in the entryway with envelopes provided. In the event that you are making a payment or returning a keycard using the drop box, please write your name on the outside of the envelope to ensure proper credit.

The Bremer Center is a non-smoking/non-vaping facility.

The expectation of the renter is that you will clean up after your rental. This includes:

- No liquids (exception of water) or food.
- Sweep floors if noticeable dirt, etc. (use blue push broom in the closet in the kitchen, then sweep dirt into dust pan)
- Place equipment back in its designated place.
- Turn the gym lights, multi-recreational lights and equipment storage room

- lights off.
- Check bathrooms and shut off lights. You do not need to remove bathroom trash, but please clean any excessive messes.
 - Shut off all lights in the hallway/lobby.
 - Return your keycard in the drop box (if applicable).
 - Make sure the doors are locked and the building is secured.

Cleaning supplies are located in the storage room off the kitchen. Should you fail to clean the facility, a cleaning fee will be charged to you.

All Bremer Community Center property – including but not limited to televisions, technology devices, tables, chairs, sports balls, sports mats, sports nets, sporting equipment, etc. – must be used properly and maintained in good working order. Patrons who lose, steal, or misuse Bremer Community Center property may be personally liable for replacing or repairing the item.

Renter acknowledges that security cameras are used at our facility to ensure the security of the premises from theft, unauthorized access, or damage to the property. Monitoring devices are installed in the common areas, exterior, and parking areas. Renter agrees not to tamper with the devices.

Your “set up” and “take down” or “clean up” time are included in your rental time period. Items may not be taken off walls or hung on walls without speaking to our director. Only painter's tape is allowed to hang items. No push pins, command strips, duct tape or other tapes are allowed. The rental rates are as follows.

Recreational Rates

Gym Rental	\$25 per hour
**scheduled practices	\$15 per hour
**with room rental	2 hours for \$25.00
**tournaments	\$150 per day
Multi-Rec Room Rental	\$20 per hour
**scheduled practices/classes	\$15 per hour
**with room rental	2 hours for \$20.00

All activities must be supervised by an adult at all times. Appropriate footwear is to be worn in the gym. No food or drink (other than water) is allowed in the recreational spaces. Only approved balls and equipment are allowed.