



The Bremer Community Center, Inc. (“Bremer Community Center”) Event Room 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. Use of the kitchen may need to be shared. In the event that the kitchen would be shared, both parties will be informed.

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 event.

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 Wortman room has 8 plastic tables and 50 chairs (red padded chairs) available for your use. The Large Event Room room has 12 plastic tables and 200 chairs (black padded chairs) available for your use. If you will need any additional tables or chairs for your event, please advise us at the time you reserve the space to discuss rental

options. The chairs and tables are located in the storage room down the hall to your right. You can access the storage room from the Large Event Room.

For the Large Event Room: It is your responsibility to set up and take down your tables and chairs before and after your event. If advance arrangements are made, the Bremer Center will set up or take down tables and chairs for you for a fee. If you do not take down the tables or chairs after your event, you will be charged an additional \$50.00.

For the Wortman Room: The tables and chairs are generally set up in the room as the last user had them arranged. You may set up, take down, and rearrange the tables and chairs as you wish. You may leave the tables and chairs as you used them – you do not need to take them down. If you do not use what is already in the room, please return it to the storage room. Do not store tables/chairs in the room up against the walls.

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

- Wipe down all tables and chairs that you used. For users of the Large Event Room and Wortman Room, you must put away the tables and chairs (10 chairs in a stack).
- Sweep floors if noticeable crumbs, dirt, etc.
- Please mop up anything wet that has been spilled on the floor(Wortman Room and Kitchen).
- Take garbage to the dumpster located through the storage room off the kitchen on the east side of the building in the parking lot. Please do not drag the full trash can liner through the building. (garbage can and dolly remain in the building)
- Replace trash can liners.
- Check bathrooms and shut off lights. You do not need to remove bathroom trash, but please clean any excessive messes.
- Shut off all lights.
- 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” or “decorating” and “take down” or “clean up” time are included in your rental time period. We do not have a full furnished kitchen. You are responsible for all the necessary items you may need for your event. 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.

Event Room Rates

	<u>Week Day Meeting (up to 3 hours)</u>	<u>Half Day (up to 6 hours)</u>	<u>Whole Day</u>
Wortman Room	\$50	\$75	\$100
Large Event Room	\$70	\$100	\$125
Conference Room	\$35	\$45	\$60
Entire Building		\$200	\$400

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.