

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

Please read the following agreement 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 up to 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. Generally the damage deposit is due on the day of the rental and will be returned 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 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 by the director’s office with envelopes provided. In the event that you are making a payment or returning a keycard using the drop box, please write your name, date and event on the outside of the envelope to ensure proper credit.

The Bremer Center is a non smoking facility.

The Wortman room has 8 plastic tables and 48 chairs available for your use. The South room has 12 plastic tables and 72 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.

For the South 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 \$3.00 per table and \$0.25 per chair for any tables and chairs left out. Please note that the lights for the South Room are located on the wall behind the front desk area.

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.

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 South Room, you must put away the tables and chairs. Tables and chairs in the Wortman Room may be left out.

- Sweep floors if noticeable crumbs, dirt, etc.

- Please mop up anything wet that has been spilled on the floor

- Wash and dry any dishes you have used in the 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.

- Replace trash can liners

- You do not need to remove bathroom trash, but please clean any excessive messes.

- Return your keycard in the drop box (if applicable)

- Shut off all lights

- Make sure the doors are locked and building is secured.

Should you fail to clean the facility, a janitorial expense of \$25.00 per hour will be assessed. Cleaning supplies are located in the storage room off the kitchen.

The rental prices are as follows. Your “set up” or “decorating” time is included in your rental period.

	<u>Up to 4 hours</u>	<u>Up to 6 hours</u>	<u>Whole day</u>
Wortman Room	\$50.00	\$75.00	\$100.00
South Room	\$75.00	\$100.00	\$125.00
Middle Area – must be Added to Wortman or South Room rental	\$25.00	\$40.00	\$50.00
North Room	\$25.00	\$40.00	\$50.00
Entire Building	\$200.00		\$400.00

Rental of the gym is \$25.00 per hour. Please note that the lights for the gym are located on the wall behind the front desk area.

There is a fee of \$2.00 per person to use the racquetball courts. You may not use the racquetball courts during spin class times.

If you have any questions please contact the Bremer Center at (402)694-2035.