



## Chamber of Commerce Facility Use Guidelines

---

By adding additional value to each member's investment, the Chamber of Commerce has meeting room space available to our member and the Little Falls community.

It is our desire to be good hosts as well as good stewards of this property so that we can preserve it for future community use. The Chamber of Commerce reserves the right to deny requests for the building usage and to waive certain fees, as it deems appropriate.

### **Room Description**

- Dimensions 40' x 31'
- Contains five (5) historic working tables with seating for 45
- Auditorium seating for 40
- Social setting capacity 70 (with some sitting and others standing)
- Chamber member **rental/deposit \$25 refundable fee\***.
- Non-Chamber member **rental fee \$50 non-refundable. Plus \$100 refundable cleaning deposit\***.

### **Services Included**

The rental fee includes the use of tables, chairs, easel (not paper) and access to restrooms.

### **Additional Charges**

- Not included in the rental fee is the use of flip chart pads of paper. There will be additional charges assessed for opening or closing before or after regular business hours of 8:00 a.m. – 5:00 p.m. Monday – Friday. Janitorial services are required for groups of 50 or more\*. Any damage to the Depot or Chamber property will be billed back to the user.
- Organizations will be invoiced for room rental fee plus additional fees for the following supplies or services (rates are subject to change):

Flip chart pads of paper	\$30 each for Chamber members \$60 for non Chamber members
Janitorial Services	\$50 for groups of 50 or more for Chamber members \$100 for groups of 50 or more for non Chamber members <b>also: charges are assessed if room is not cleaned upon exit for smaller groups*</b>
After hours open/lock-up	\$25 each trip for Chamber members \$50 each trip for non Chamber members

## **User Responsibilities**

The user agrees to accept the following responsibilities:

- Room setup, including table and chair arrangements
- Arrangements for any catering services
- Light cleaning (for groups of less than 50)  
If janitorial services are not utilized, the following tasks are also the responsibility of the user:
  - ✓ Wipe off all tables
  - ✓ Brush off chairs with a dry, clean cloth
  - ✓ Sweep floor
  - ✓ Empty all waste receptacles

## **Prohibited Activities**

The user agrees:

- No smoking is allowed except in designated, outdoor area
- No items will be tacked to wall or woodwork
- No commercial sales
- Any advertising or publicity about your event must indicate the Chamber of Commerce is a meeting location and is not endorsing or sponsoring the event

## **Housekeeping Reminders**

The user agrees to announce to their guests the following housekeeping reminders:

- The Chamber of Commerce is a smoke free facility. Smoking is permitted in the outdoor, designated area only. This area is located on the far north end of Depot under the awning.
- Please be respectful and keep this area clean. Any persons not demonstrating respectful behavior for the people, facility and grounds will be asked to leave
- Please use receptacles provided in the ticket booth to recycle pop cans and plastic bottles.
- Restrooms are located in the hallway to the immediate south of this room.

**\* No cost incurred if room is cleaned upon users departure.**

Questions and comments may be directed to the Chamber of Commerce by calling 320.632.5155.



# Facility Use Rental Agreement

Name: \_\_\_\_\_

Business (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ City State Zipcode

Phone: Daytime: \_\_\_\_\_

Evening: \_\_\_\_\_

Date of building use: \_\_\_\_\_

Times: Open: \_\_\_\_\_ Close: \_\_\_\_\_

I have read and agree to abide by the Chamber of Commerce Facility Use Guidelines.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**\*\*\*\*\* Office Use Only \*\*\*\*\***

Chamber member \_\_\_\_\_ Yes \_\_\_\_\_ No

Rental fee: \_\_\_\_\_ Free \_\_\_\_\_ \$50.00

Opening/Closing fee: \_\_\_\_\_ \$25.00 / \$50.00 / \$100.00

Rental Deposit: \_\_\_\_\_ \$25.00 / \$50.00 Check # \_\_\_\_\_

Cleaning Deposit: \_\_\_\_\_ \$100

Other Charges: Janitorial: \_\_\_\_\_ \$50.00 / \$100.00

Flip Charts: \_\_\_\_\_ \$30.00 / \$60.00

Total Amount Paid: \_\_\_\_\_ Received by: \_\_\_\_\_