



71 South Drive, Babbitt, MN 55706
(218) 827-3464
cityhall@babbittmn.gov

City of Babbitt Facility Rental Form

Date(s) and Time(s) Requested: _____

Contact Information: Name: _____

Phone: _____ Address: _____

Facility/Rental Requested for Use:

- Kitchen/Senior Center
- Log Beach Pavilion
- Metal Beach Pavilion
- Arena
- Tables
- Chairs
- Teen Center
- Conference Room
- Council Chambers
- Municipal Gym

By requesting the use of city facilities, I understand that I will be held responsible for any damage to the facilities including the building, furniture, or equipment to be used. I understand that payment in full is required prior to securing my rental, along with any listed damage deposit. If given a key to the area or any area within, I will not give the key to any other person, as I am the sole person responsible for the area and any damage that may occur. I agree to abide by the attached cleaning policy.

A \$100.00 damage deposit is required, along with any rental fee, at time of reservation. The damage deposit is refundable once the rental is finished, and the keys are returned. If the rented space is not cleaned or damage has resulted from the rental of the city's facilities, the damage deposit will not be refunded, and additional charges may occur.

\$ _____
Amount Due

Signature of Responsible Party

Date

City Employee Received by

Date

City Facility Rental Cleaning Policy

The City of Babbitt general cleaning policy is to leave the facility in the same condition as found at the beginning of the rental. The listed specifications should be followed prior to the end of the facility rental/key return, in accordance with the general policy:

- All surfaces should be properly wiped down
- Any spills (on surfaces or floors) should be properly cleaned and wiped down.
- Any items or furniture that were moved during the time of the rental should be returned to their original location.
- All garbage should be placed in the facility garbage cans or brought home to be properly disposed of. Do not overfill the garbage cans.
- All lights and electronics should be turned off.
- All doors and windows should be properly closed and locked.

Any damages occurring during the time of rental should be immediately reported to the City Hall office staff. The renter may be held monetarily responsible for any damages needing to be repaired or replaced. It is in the best interest of the renter to do a walk-through of the facility prior to the time of the rental and report and concerns to administrative staff, so as not to be held responsible.

Facility Rental Fees:

| | | | |
|-----------------------|----------------------|----|--------------------------|
| Kitchen/Senior Center | \$50.00/Day | | |
| Log Beach Pavilion | \$25.00/Day | | |
| Metal Beach Pavilion | \$25.00/Day | | |
| Arena | \$85.00/Hr. Resident | | \$95.00/Hr. Non-Resident |
| Teen Center | \$50.00/Hr. | | |
| Conference Room | \$25.00/Day | | |
| Council Chambers | \$25.00/Day | | |
| Municipal Gym | \$20.00/Hr. | or | \$100.00/Day |
| Tables (set of 5) | \$25.00/Day | | |
| Chairs (set of 30) | \$15.00/Day | | |