



City of Victoria
 7951 Rose Street
 P. O. Box 36
 Victoria, MN 55386
 (952) 443-4210

Rental Contract

Community Ed Room / Fire Department
 1500 – 80th Street, Victoria
 (Entrance is behind the Fire Department)

The City of Victoria requires all renters to adhere to the terms of this rental contract and to be responsible for the conduct of its group or others present during the rental period.

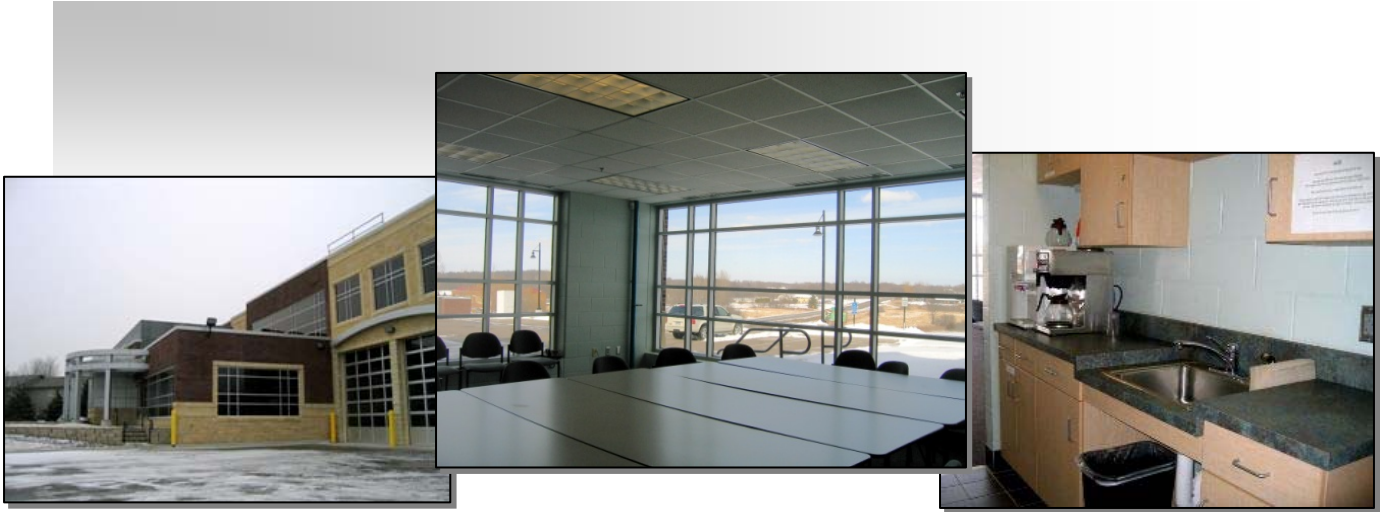
The rental fee will be deposited on the same day it is received. The key must be returned to City Hall during normal business hours or left in the drop box outside of City Hall by the *following* day. The key and damage deposits will be returned after the event, following an inspection of the room, so long as it has been cleaned and nothing is damaged. If damages are found, the damage deposit shall be forfeited as to that portion which is necessary to repair such damage. If the cost of repairs exceeds the \$100 damage deposit, damage charges will be invoiced to the lessee. The City of Victoria reserves the right to cancel any scheduled use of the rental rooms if city operations should require it. In such a case, every reasonable effort will be made to provide the lessee with adequate advance notice.

Community Ed Room Regulations

1. Smoking is prohibited.
2. Decorations may be put up provided they do not do any damage.
No nailing or stapling of décor to walls, ceilings or fixtures.
3. All chairs and tables must be cleaned.
4. The room must be vacuumed and any spills or stains must be cleaned.
Cleaning supplies and vacuum are not provided.
5. Garbage must be disposed of. Trash bags are not provided.
6. The room must be cleaned and vacated by 1:30 a.m.
7. Upon leaving, all lights must be turned off and windows and doors locked.

I agree to comply with the rental contract as set forth. I agree to defend, indemnify and hold harmless the city from any claims, injuries or damages of whatever nature arising out of or connected with my use of the facility. I also agree to reimburse the City for any damage, breakage, maintenance and/or theft of the facilities if so warranted.

Signature of Renter / Date	Date and Time of Rental
Renter's Name (print)	Rental Fee _____ Rcvd _____
Address	Damage Deposit _____ Rcvd _____
City / State	Key Deposit _____ Rcvd _____
Home/Work Phone	Second Contact Person _____
Address	Phone _____



Room Rental Fee Schedule

PER RENTAL	RESIDENT FEES	NON-RESIDENT FEES	REFUNDABLE DAMAGE DEPOSIT	REFUNDABLE KEY DEPOSIT
Category 1 City/Government	No Charge	No Charge		
Category 2 Civic/Non-Profit	\$15.00 Per Mtg	\$20.00 Per Mtg	\$100.00	\$25.00
Category 3 Private Function	\$30.00 per/hour \$100.00 ½ day \$200.00 Full day	\$45.00 per/hour \$160.00 ½ day \$320.00 Full day	\$100.00	\$25.00
Category 4 Business/ Commercial Function	\$50.00 per/hour \$160.00 ½ day \$320.00 Full day	\$60.00 per/hour \$220.00 ½ day \$440.00 Full day	\$100.00	\$25.00

About the Community Education Room

The Community Education Room is ideal for your next education, business or social event. This meeting space provides a picturesque view of beautiful Victoria for your smaller function. The Community Education Room has 550 square feet of floor space, with a maximum capacity for 40 people with 7 tables and 26 chairs to use. This newly built facility also has a small sink area and a coffee machine available for use. The Community Education Room is located at 1500 - 80th Street (behind the Fire Station) in Victoria, Minnesota 55386.