

Buffalo Community Center Facility Regulations and Rental Agreement

Decorating, Clean-up & Lock-up

Decorating is permitted; decorations should not be hung from fixtures, ceiling panels or placed on walls. Renter is responsible for the following:

1. Wipe down and disinfect all tables, chairs, counters and appliances used. Including hand rails, door handles, push buttons, etc. Bathrooms should be tidy.
2. Place garbage in containers provided. Bagged garbage must be brought to the outside dumpster (North side of building) and clean garbage bags placed in containers.
3. Clean floors. (Vacuum and Mop if needed)
4. Remove all leftover food.
5. Remove all decorations.
6. Turn lights off.
7. Lock all doors/windows (ensure they are shut and locked before leaving) and leave the keycard on front desk before you leave.

Agreement Terms

1. Renter is responsible for signing out a key for after-hours building use; please contact Community Center staff to make arrangements.
2. Damage deposit: mandatory \$300 check to drop off at time of key card assignment (returned if building is left in original condition). Should staff have to perform excessive cleaning or rearranging of furniture, renter will be charged for staff time (\$50/hour).

3. Reservations are made through Community Center Staff.
4. There must be a responsible adult age 21 or over in charge of the event and present at all times during the rental period for activities involving minors.
5. Kitchen use is available with Community Center staff approval.
6. Each group is responsible for orderly conduct and must leave the Community Center in the same condition it was before their use.
7. Smoking and e-cigarettes are prohibited.
8. Any damage to the facilities or equipment must be reported immediately to the Community Center Staff.
9. Community Center property does not leave the premises.
10. Animals are prohibited in the Community Center with the exception of service dogs, Seeing Eye dogs, or during regular business hours with prior permission.
11. Alcohol is prohibited unless a permit is obtained from the City of Buffalo.
12. The Community Center is NOT responsible for lost, damaged or stolen personal items during your rental period. Leaving equipment and/or materials owned and used by your group at the Center is at your own risk.
13. Community Center kitchen dry goods (food items, paper towels, storage bags, containers etc) are not to be used by renters; renters should provide these items as needed.

The City of Buffalo enforces the above rules and regulations for each rental.

Your signature below confirms your understanding and adherence to the rules and regulations for each rental.

Community Center Representative, City of Buffalo

Date

Renter's Signature

Date

Rental Information

Hourly Rates	Max Capacity	Resident	Non-resident	Non-Profit
Whole Facility	248	\$80	\$90	\$70
Game Room	40	\$20	\$25	\$17
Main Room	85	\$35	\$50	\$30
Kitchen & Dining Room **	48	\$35	\$50	\$30
Meeting Room	20	\$10	\$15	\$8

**Restrictions apply for use of the Kitchen and requires a special use permit for high risk foods. You may find more details listed here <https://www.health.state.mn.us/communities/environment/food/docs/license/sefsfs.pdf>

Building Amenities

Internet/Wi-Fi	Tables /Chairs
Coffee Maker	DVD/Blue Ray Player
Projector Screen	Projector (requires use of your own laptop)
Easels	Flip-Charts
Pool Tables	Games: PlayStation, board games, puzzles, ping-pong, air-hockey, etc. (available upon request)

Amenities not available in all rooms.
Please call for information 763-682-6036.

Scheduling Instructions

- ◆ **Reservations are made through the Community Center.**
- ◆ Reservations will not be confirmed without a signed contract, rental payment, and \$300 damage deposit.
- ◆ A contact person must be designated to oversee all arrangements with the City of Buffalo Community Center.
- ◆ We recommend testing equipment compatibility before your event
- ◆ Room set up with chosen amenities by our staff per your request

ALL RESERVATIONS ARE SUBJECT TO THE FACILITY REGULATIONS AND RENTAL AGREEMENT.

