

EMAIL: [CommunityCenter2@ci.buffalo.mn.us](mailto:CommunityCenter2@ci.buffalo.mn.us)

# COMMUNITY CENTER

206 CENTRAL AVENUE ♦ BUFFALO, MINNESOTA 55313

PH: 763-682-6036

**RENTER INFORMATION**

Today's Date \_\_\_\_\_

Organization/Group Name (If Applicable) \_\_\_\_\_

Applicants Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**City of Buffalo Resident**  Yes  No**RENTAL & EVENT INFORMATION**

Rental Date \_\_\_\_\_ Number of Hours/Days \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Type of Event \_\_\_\_\_

Approximate Number attending \_\_\_\_\_

**Please check the amenities you would like to Reserve below:**

<input type="checkbox"/> Projector	<input type="checkbox"/> Projector screen	<input type="checkbox"/> DVD player
<input type="checkbox"/> Easel	<input type="checkbox"/> Flip-chart	<input type="checkbox"/> Air-hockey
<input type="checkbox"/> PlayStation	<input type="checkbox"/> Ping-pong	

**Office Use Only****Payment Received:** Yes  No**Signed Agreement:** Yes  No**Proof of Non-Profit:** Yes  No  N/A**Proof of Tax Exempt (ST3 Form):** Yes  No  N/A Calendar  Excel Log  Scanned

## Facility Rental Agreement Application

### Rental Rates

**Rental Reserved Space & Fees:** (please check all that apply) Resident Fees /  Non-Resident /  Non-Profit\* Whole Facility (Day) \$350 x \_\_\_\_\_ /day = \_\_\_\_\_ Whole Facility (hour) \$80/\$90/\$70\* x \_\_\_\_\_ /hour = \_\_\_\_\_ Game Room \$20/\$25/\$17\* x \_\_\_\_\_ /hour = \_\_\_\_\_ Main Room \$35/\$50/\$30\* x \_\_\_\_\_ /hour = \_\_\_\_\_ Kitchen & Dining Room \$35/\$50/\$30\* x \_\_\_\_\_ /hour = \_\_\_\_\_ Meeting Room \$10//\$15/\$8\* x \_\_\_\_\_ /hour = \_\_\_\_\_

Subtotal - \_\_\_\_\_

x MN Sales Tax (6.875%) + \_\_\_\_\_

x County Transit Tax (0.5%) + \_\_\_\_\_

**Total Rental Fees:** \$ \_\_\_\_\_

\*with proof of Tax-Exemption (Form ST3 –Certificate of Exemption) for non-profit organizations

**Damage Responsibility Agreement** Renter reviewed Damage Responsibility Agreement and agrees to be billed if deemed necessary

initial \_\_\_\_\_

**Note: No spaces are held or "penciled in."****Key Card Info:**

Card #:

Date given: \_\_\_\_\_

Date returned: \_\_\_\_\_

Revision 2/7/2023

# Buffalo Community Center Facility Regulations and Rental Agreement

## Rental Process

1. Reservations can be made through the Community Center or online via our Parks and Recreation Online Catalog at <https://secure.rec1.com/MN/buffalo-mn/>
2. Call the Community Center 763-682-6036 to check availability
3. Submit signed rental agreement (in person or electronically)
4. Submit payment (cash, check or credit card)
5. Reservation will then be confirmed and added to calendar

## 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. Disinfect/wipe down all tables, chairs, counters and appliances used. Including hand rails, door handles, push buttons, etc.
2. Place garbage in containers provided. Bagged garbage must be brought to the outside dumpster on the north side of building. Clean garbage bags/liners should be 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)  
Leave the keycard on front desk before you leave.

## Damage Responsibility Agreement

You agree that you are responsible for any damages, excess cleaning fees, repairs, or replacement to City-owned property as a result of the rental. Fees charged to customer are based on the cost of the materials and services required to repair, clean, or replace City-owned property. Invoices for said fees and costs shall be due in full within 30 days of receipt. If you fail to timely pay any invoice from the City you agree that you will also be responsible for the attorney's fees and costs incurred by the City to collect from you, whether or not a lawsuit has been commenced to collect.

**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.**

## 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. Reservations are made through Community Center Staff.
3. 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.
4. Kitchen use is available with Community Center staff approval.
5. Each group is responsible for orderly conduct and must leave the Community Center in the same condition it was before their use.
6. Smoking and e-cigarettes are prohibited.
7. Any damage to the facilities or equipment must be reported immediately to the Community Center Staff.
8. Community Center property does not leave the premises.
9. Animals are prohibited in the Community Center with the exception of service dogs, Seeing Eye dogs, or during regular business hours with prior permission.
10. Alcohol is prohibited unless a permit is obtained from the City of Buffalo.
11. 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.
12. 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.
13. Don't park in the private parking lot south of the building, please notify/ remind other attendees too.

## Cancelation Policy

A minimum of 14 days before the event is required to receive a full refund.

Revision 2/7/2023

## 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 or online via our Parks and Recreation Online Catalog at <https://secure.rec1.com/MN/buffalo-mn/>*
- ◆ Reservations will not be confirmed without a signed contract, rental payment, and consent of damage responsibility agreement.
- ◆ 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.**