



49023 State Highway 38  
PO Box 74  
Marcell, MN 56657  
**218.832.3444**

## Marcell Family Center User Registration, Guiding Principles, and Rental Rates

The Mission of the Marcell Family Center is to make a positive impact on individuals in the surrounding rural area by providing an environment for wholesome educational, cultural, fine arts, and recreational activities.

The guidelines that follow apply to all who enter and engage in the activities, programs and functions available at the Marcell Family Center (hereafter referred to as MFC or Center):

- Terms for Rental of the Marcell Family Center:  
Interested parties must read through this form and agree to all of its terms by signing the enclosed rental agreement form. Signing and returning the rental agreement form and receiving approval from Center staff are prerequisites for renting the facility and must be completed before any rental is approved or takes place.
- Please leave the facility as you found it unless requested otherwise by an official representative of the MFC. This includes turning off lights, locking doors, putting chairs and tables back to their original order, returning supplies and equipment, etc. The gym thermostat should be kept at 62 degrees unless specified otherwise.
- Rental Hour Limits:                      7:00 A.M. to 12:30 A.M.
- The Board may, at its sole discretion, require a law enforcement representative at certain functions. If required, fees associated with this service may become the responsibility of the renter.
- Firearms, knives, and similar instruments with potential to inflict bodily harm are not permitted on or near the premises, unless, prior approval has been granted by an authorized representative of the Board.
- You must be 16 years of age or older to enter the gym during open gym periods unless accompanied by an adult and/or a MFC staff representative. We request that you wear clean shoes and sweep the floor if needed. Please refrain from bringing food or beverages into the gym area. No spitting or hanging on rims!
- Excessive damage and/or misuse of the facility that results in the need for exceptional maintenance, as determined by the Board, may be billed to the user at the time of occurrence or a deposit may be retained.
- Decorations: No glitter, confetti or natural trees will be allowed unless cleared by the Marcell Family Center Director. No wall decorations will be allowed that will mar or otherwise damage the surface of the walls. Candles may be used only if they are in self-contained containers.
- Smoking: The Marcell Family Center is a smoke-free facility in its entirety.
- Reading these guidelines and signing the enclosed rental agreement establishes a binding agreement between the renter and the Center and is a required provision to renting the Center.

*These guidelines are subject to change at the Board's discretion as deemed necessary to ensure the safety of users and integrity of the facility.*



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**Alcohol:** Alcohol during use will be governed under a different policy and registration form, please contact the Marcell Family Center Director/staff for more details.

**Rates:** The following rates will apply:

Room or Space	Amount of People	Rate for up to 4 hours	Rate for 4+ hours
Single Classroom	N/A	\$15	\$25
Multi-purpose Room	0 - 20	\$25	\$50
Multi-purpose Room	21 - 50	\$50	\$100
Multi-purpose Room	51 +	\$110	\$200
Food prep./Meeting Room	0 - 20	\$25	\$50
Food prep./Meeting Room	21 - 50	\$50	\$100
Food prep./Meeting Room	51 +	\$110	\$200
Gymnasium	N/A	\$20	\$40
Computer Room <sup>1</sup>	N/A	\$20	\$40
Entire Center	0 - 20	\$50	\$75
Entire Center	21 - 50	\$75	\$120
Entire Center	51 +	\$150	\$250

Daily rentals of the Marcell Family Center will be allowed for personal use, celebrations, rummage sales, craft/bake sales, family gatherings, community ed classes, and other events or occasions.

Final rates may still be determined on a case-by-case basis, taking various factors into consideration. The Marcell Family Center Director and/or Board of Directors will have the final decision for all rates.

**Deposits:** A **\$100.00** deposit will be collected upon signing the rental agreement. The Marcell Family Center will return this deposit upon inspection and approval of the condition of the Center. The total deposit will not be returned if the Center has not been cleaned according to the cleaning checklist provided. The total deposit will also not be returned if any damages have occurred during the use of the Center or if any keys issued are not returned. (This deposit does not apply to regular group users of the Center.) A **\$25.00** fee will be retained by the Center for groups who reserve the Center and do not show up at their registered time or who do not cancel 48 hours in advance of the scheduled reservation. Exceptions will be at the sole discretion of the Marcell Family Center Director. The amounts of these fees are determined by the Marcell Family Center Director and Board of Directors and are subject to change. Everything is to be cleaned up and anything the renter brings in is to be removed at the end of rental hours. The opening and closing of facility will be arranged by MFC staff.

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<sup>1</sup> Special restrictions apply, details need to be cleared by MFC Director  
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### Marcell Family Center Rental Agreement

Name of Person(s)/Group renting facility: \_\_\_\_\_

Contact Name for Group: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Date(s) of use: \_\_\_\_\_ Time(s) of use: \_\_\_\_\_

Purpose Facility will be used for: \_\_\_\_\_

Number of individuals attending this event: \_\_\_\_\_

Areas of Center to be used: (check all that apply)

Multi-purpose Room: \_\_\_\_\_ Food prep./Meeting Room: \_\_\_\_\_  
Classroom: \_\_\_\_\_ Computer Room: \_\_\_\_\_ Gymnasium \_\_\_\_\_

Additional needs or comments:

\_\_\_\_\_

It is understood and agreed that the renter and/or chaperones assume full responsibility for any damages to the building and furnishings during the hours of rental. HOLD HARMLESS: You hereby release the Center, its owners, officers, directors, employees and agents, to the full extent permitted by law from all claims of every kind, direct, consequential or otherwise; including loss of life, personal or bodily injury, arising directly, or indirectly, out of or from your use of the Center and its facilities. You also agree to defend and indemnify the Center free and harmless from any and all such claims, and all costs and expenses, including reasonable attorney's fees, in any way relating thereto. This indemnification and hold harmless provision shall survive the termination of this Agreement and/or your membership of the Center.

\_\_\_\_\_  
Signature(s) of renter(s) \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature(s) of Marcell Family Center Representative(s) \_\_\_\_\_  
Date

*The opening and closing of facility will be arranged by MFC staff.*

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For Office Use Only:

# of days \_\_\_\_\_ x \$ \_\_\_\_\_ rate = \$ \_\_\_\_\_ + \$25.00 deposit = \$ \_\_\_\_\_ total rent due

Date Paid: \_\_\_\_\_ Check Number: \_\_\_\_\_ Key Given: yes \_\_\_ no \_\_\_

Post-use Checklist

Key Returned: yes \_\_\_ no \_\_\_ Center Cleaned: yes \_\_\_ no \_\_\_ Damages: yes \_\_\_ no \_\_\_

Explanation if not cleaned or if there were damages: \_\_\_\_\_

\_\_\_\_\_

Cleaning Deposit Returned: yes \_\_\_ no \_\_\_ Date Returned: \_\_\_\_\_



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### **Marcell Family Center Renter Cleaning Checklist**

#### General

- Turn off all lights (don't forget to check the bathrooms)
- Close and lock all windows
- Lock doors

#### Multi-purpose Room and Gymnasium

- Wipe up any mud, spills, etc on floor
- Clean any marks on walls, doors, etc.
- Return tables and chairs to their original positions
- Place garbage in trash cans and in dumpster if needed and if a key was provided

#### Bathrooms (upstairs and/or down)

- Wipe down sinks and countertops
- Make sure all dry towels or toilet paper is in the trash
- Flush toilets

#### Food prep./Meeting Room

- Wipe down stove and oven
- Clean sink and countertops
- Wipe microwave inside and out
- Clean coffee pot if used
- Wipe down cupboards
- Wipe down refrigerator inside and out
- Sweep floor