



Ely City Hall, 209 E Chapman St, Ely MN 55731

ELY RECREATION CENTER APPLICATION

Applicant: _____ Application Date: _____

Name of Organization: _____

Applicant Address: _____

Applicant Phone Number(s): _____ E-mail _____

Describe Event/Program: _____

Event Date(s): _____ Estimated Attendance: _____

Event Time: **DO NOT attempt to enter the building prior to alarm deactivation!**

Alarm will be deactivated at: _____ (please include set-up time)

Alarm will be activated at: _____ (please include clean up time)

Rental Fee: _____ (submit with application) Check# _____ Cash _____

- \$50.00 per/day – Non-Profit or Government
- \$25.00 per /half day – Non-Profit or Government
- \$15.00 per/day – Educational Affiliation
- \$100.00 per/day – Other
- \$50.00 per/half day – Other

Security Deposit: _____ Check# _____ Cash _____

(Security deposit must be submitted with application and held until inspection of the facility has been completed.)

I and the organization I represent further agree and understand the following:

(applicant, initial each item below)

- _____ Security deposit will be refunded in full, providing there is no evidence of damage and the facility is left clean.
- _____ Assume responsibility for any physical damage to the facility, which is incurred as a result of activity or attendance at an event sponsored by the lessee.
- _____ Not to enter said facility at any time not agreed upon and understand that the alarm has been deactivated only for the time specified above. We will be responsible for any charges incurred for setting off the alarm.
- _____ I/we are responsible for all persons using the facility and shall hold the City harmless from any and all claims due to use of the facility.
- _____ Applicant must be over the age of 18 and a responsible adult must be present for the duration of the activity for which the Ely Recreation Center is being rented; and
- _____ For any activities involving underage youth, the suggested minimum adult to youth ratio is 1:25.
- _____ It is our responsibility to leave the facility in good order (per the checklist provided). Failure to do so will forfeit the security deposit.

Signature of Applicant (Responsible Party)

Date



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**ELY YOUTH RECREATION
FACILITY RULES CHECKLIST**

(Please initial that you've read & understood each rule listed.)

- The Youth Recreation facility may be reserved by filling out an application and processing with the City Clerk.
- The applicant shall hold the City harmless from any and all claims due to use of the facility.
- No running is allowed in the Youth Recreation Facility at any time. Young children should always be chaperoned.
- Smoking or use of tobacco products will not be allowed on the premises.
- No abusive, profane or indecent language will be allowed at any time.
- No pets of any kind are allowed in the Youth Recreation Facility.
- No decorating is allowed in the Youth Recreation Facility on the walls and doors. No tape or staples to be used on walls, floors and doors.
- Do not drag tables and chairs across the floors. Any tables or chairs that are used must be cleaned and put back in their proper place and the facility must be left clean.
- Vandalism will not be tolerated. If property is destroyed, the person using the facility will be held responsible and charged for all damages.
- Alcoholic beverages are prohibited. No person shall use or bring any alcoholic beverage or illicit controlled substances on the grounds of the Youth Recreation Facility.
- Fire regulations prohibit more the 300 people in the building.
- The Ely Police Department will enforce all federal, state and county laws in the Youth Recreation Facility.
- All lights in the Youth Recreation Facility should remain on during rentals for your safety. Please turn off all lights upon closing and locking the facility.
- Check all four (4) doors to make sure they are secure and make sure all windows are closed before leaving the Youth Recreation Facility site.
- It is the responsibility of the applicant to remove and dispose of **ALL** garbage (including kitchen and bathroom areas) from the building and park grounds.
- Entry and use of facility is permissible only during the hours specified on the application.
- Persons violating center rules will be asked to leave.

Signature of Applicant (Responsible Party)

Date