

COMMUNITY ROOM POLICY

The Community Room must be reserved a minimum of 48 hours in advance. The hours of availability are Sunday – Saturday: 6:00am to 10:00pm.

Residents: A damage deposit of \$100 is required for residents. This deposit is refundable if no additional cleaning or repairs are needed after rental. There is no additional rental fee for residents. **Cancellations:** Failure to give management a minimum of 24 hours' notice of reservation cancellation will result in a \$25.00 fee being charged against the security deposit. Failure to give any notice of cancellation will result in a forfeiture of the full \$100 deposit.

Non-Residents: A \$100 rental fee is required, Also, a damage deposit of \$100 is required. This deposit is refundable if no additional cleaning or repairs are needed after rental. **Cancellations:** Failure to give management a minimum of 24 hours' notice of reservation cancellation will result in a \$50.00 fee being charged against the security deposit. Failure to give any notice will result in a forfeiture of the full \$100 deposit and the rental fee.

The Resident Manager will post the reservation date and times on the Community Room door so other residents can plan accordingly.

The Community Room must be cleaned within an hour after use (unless other arrangements have been made). The Resident Manager will inspect the Community Room, lock it up after private use, and return the inspection sheet to Dakota Commercial. Management shall have the responsibility for determining whether damage has been caused and whether satisfactory janitorial work has been completed by the resident/user.

NO SMOKING will be allowed in the Community Room or on the balcony outside of the Community Room at any time.

Resident/User is responsible for the conduct of persons attending the activity.

All equipment, furniture, tables, chairs, etc. contained within the Community Room shall remain inside the building and shall not be removed for any reason. All furniture must be returned to their original position.

If there are any maintenance issues during the use of the Community Room, the individual who leased the room should call the After-Hours Emergency Maintenance Line at 218-791-9939.

Cleaning charges if inspection is not acceptable:

\$15 – Sweep floor

\$15 – Pick up debris

\$50 – Clean kitchen

\$50 – Clean upholstery

Date of use: _____ Time from: _____ to: _____

Resident/Renter Signature

Management Signature

Resident/Renter Printed Name

Phone Number

Email Address

Community Room reserved by: _____ Property: _____ Apt. #: _____

OFFICE USE ONLY

Date of use: _____ Time from: _____ to: _____

Management Signature: _____

PAYMENT DUE UPON RESERVATION REQUEST
Payment options (No cash): <input type="checkbox"/> Check
<input type="checkbox"/> Money Order
<input type="checkbox"/> Debit/Credit card (subject to handling fee)
Card Type _____
Card Number _____
Exp. Date _____ CCV code _____
Billing Address: _____

Signature: _____

Deposit Received \$ _____ Date: _____

Cleaning Charges (if any):

_____ Swept floors	\$ _____
_____ Orderly	\$ _____
_____ Kitchen Clean	\$ _____
_____ Furniture Placement	\$ _____
_____ Floor Clean Under Furniture	\$ _____
_____ Clean Under Cushions/Pillows	\$ _____

Refund Amount: \$ _____ Check Returned Date: _____ By: _____