

TROUT LAKE TOWNSHIP

24951 COUNTY ROAD 10 BOVEY MN 55709
OFFICE 218-245-1100 FAX 218-245-0264

POLICY ON TLC CENTER USAGE

Trout Lake Community Center
24951 County Road 10, Bovey MN 55709
Revised September 15, 2011

Why:

THE PURPOSE of Trout Lake Community Center is to provide a meeting place for grassroots government and serve the needs of town residents and parcel-owners in Trout Lake Township, Itasca County, Minnesota.

THE PURPOSE of this policy is to guide consistent decision making. Attached contracts, rules, and fee schedule are part of this policy.

What:

Reservations include usage of the entire center and grounds with the exception of the office and mechanical room. Inclusion of the Board Room requires notation on the contract.

Who:

- TLC Center may only be contracted by residents and/or parcel-owners in Trout Lake Township for their personal use and responsibility. Pets are not allowed inside the facility.

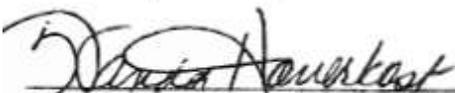
When:

- Monthly and weekly government meetings take precedence over other events; the Board has the authority to cancel contracted use in case of emergencies.
- Community service activities and private social gatherings take precedence over for-profit activities.
- For-profit activities are limited to one contract per month per household. [examples are rummage sales, Avon and Pampered Chef parties]
- Weekend reservations (Friday, Saturday, or Sunday) beyond one per year, per group or household, must have Board approval.
- No camping or overnight parking may be reserved unless authorized by a board member.

How:

- Touring the facilities, reviewing the agreement, scheduling, and signing contracts, may be done during posted office hours.
- A signed agreement on responsibilities and liability, is required (contract attached).
- The contractor must be present on the date reserved, and is responsible for all guests being informed of, and abiding by, the signed agreement.
- Fees, rules and policies are set and reviewed annually by the Board (fees and rules attached).
- Fees for nonprofit community organizations whose membership consists mainly of township residents may be waived by applying to the Board for township sponsorship (application attached).

Revised September 15, 2011


Supervisor Chair Wanda Haverkost

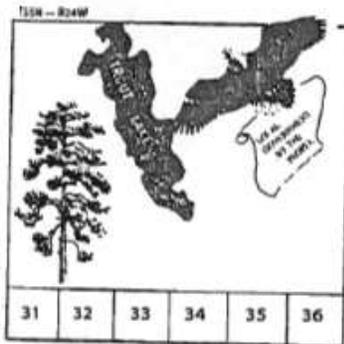

Town Clerk Jeanne Newstrom

Trout Lake Community Center Fee Schedule
November 20, 2008

	<u>Damage Deposits</u>
Event with under 50 guests	\$ 75.00
Event with over 50 guests	\$250.00

Usage Fees

There are no usage fees as all contractors are taxpayers in Trout Lake Township. Donations after usage are encouraged, and are anticipated in the town budget.



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24951 COUNTY ROAD 10 BOVEY, MINNESOTA 55709

CONTRACT FOR USING THE COMMUNITY CENTER

Print name and date for use

Print address and phone

Print purpose of event and approximate number of participants

- I understand that I must be present during the ENTIRE event contracted for use.
- I acknowledge receipt of Exhibit "A" (Responsibilities Concerning Use), understand my responsibility to inform all persons attending the event of Exhibit "A", agree that my guests and I will abide by all the rules set forth in Exhibit "A"
- I understand that I am monetarily responsible for any damage to the premises over and above normal wear and tear.
- I understand that I will have the opportunity to appeal deductions from my damage deposit at the board meeting following my event.
- I understand that \$75 of the damage deposit I paid which held my reservation will not be returned if I cancel my date. All cancellations will be reviewed by the Township Board to determine any refund.
- I understand and have signed Exhibit "B" (Hold Harmless Agreement).
- Additional agreements are _____
- I understand that failure to uphold this agreement shall be cause for forfeiture of deposit return and forfeiture of future use privileges.

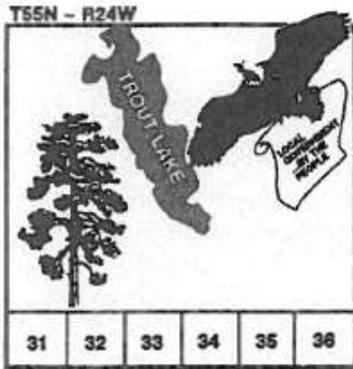
I agree to pay in advance the following fees set by the Township board:

Damage deposit _____
 Usage fee _____

Trout Lake Township agrees to reserve the _____ room(s) and to contact you about the status of your damage deposit within one week after your event.

Dated Signature _____

Dated Signature of Authorized Witness _____



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Exhibit "A"
**RESPONSIBILITIES CONCERNING USE OF
TROUT LAKE COMMUNITY CENTER**

The person that contracts use of the center must be present at the event;

The person that contracts use of the center must inform all persons attending the event of these terms and conditions concerning use of the facility:

- NO SMOKING.
- NO PETS INSIDE BUILDING.
- NO ADHESIVE OR TACKS ON THE WALLS (INCLUDES PAVILION);
USE EXISTING HOOKS ONLY.
- RETURN ROOMS TO THE SAME ARRANGEMENT THAT EXISTED
PRIOR TO EVENT.
- LEAVE THE PREMISE IN THE SAME CLEAN CONDITION THAT
EXISTED PRIOR TO EVENT; REMOVE OUTSIDE LITTER, DOG WASTE;
REMOVE GRILLS' ASHES.
- REMOVE ALL GARBAGE FROM THE PREMISE.
- FOLLOW CLOSING PROCEDURE POSTED AT EXIT IF APPLICABLE.
- REPORT ANY DIFFICULTIES TO ITASCA COUNTY SHERIFF
IMMEDIATELY.
- NO OVERNIGHT PARKING OR CAMPING ON THE PREMISE WITHOUT
PRIOR CONSENT.

PUBLIC TELEPHONE 245-0264

Center's Office 245-1100

Center's Open Hours Tuesday, Wednesday & Thursday 4 pm – 6 pm

Activity Director/ Liz Shoberg 245-2102