



**St. Joseph Community Fire Hall  
323 - 4th Avenue NE, St. Joseph, MN 56374  
Reservation Form**

Date(s)	Time	Type of Gathering	
<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	
Contact Name	Address	Telephone	Email Address
<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>

**Reservation Procedure:**

\* A signed copy of this contract and payment of applicable fees, (two separate checks), must be returned within two weeks to consider this reservation confirmed.

**Rules & Regulations**

- \* Hours of operation      8:00 AM - 10:00 PM. Fire Hall rental is for date/s listed above ONLY.
- \* Maximum Capacity      80 persons; seating provided for 60 persons
- \* Alcohol/Smoking      NO ALCOHOLIC BEVERAGES OR SMOKING is allowed in/on the premises
- \* Parking      Designated parking is located at the south side of the building
- \* Garbage/Cleaning      YOU ARE RESPONSIBLE FOR CLEANING ALL AREAS USED. The following items are available for use in the kitchen: a key for the dumpster, broom, vacuum and cleaning fluids.  
Should it be necessary to have the Fire Hall cleaned after your event, the City will make necessary arrangements and will withhold your damage deposit accordingly.
- \* Keys      For weekday reservations keys to the facility must be picked up BEFORE 12 NOON the day preceding your event. For weekend reservations keys must be picked up the preceding Friday BEFORE 12 NOON. Keys are available at the City Offices, 75 Callaway Street East. Office hours are M-F 8 AM to 4:30 PM. **In the event it becomes necessary for a City staff member to unlock the facility, a fee in the amount of \$60 will be deducted from your damage deposit for that service.**
- \* Lock up/Key returned      After securing all doors, deposit keys in the box inside the front entrance.
- \* Emergency Contact      If an emergency arises regarding the facility, such as mechanical failures, please call the non-emergency police number 320.363.8250.

**Equipment Checklist**

- |                                      |                                |  |   |
|--------------------------------------|--------------------------------|--|---|
| <input type="checkbox"/> 12 Tables   | <input type="checkbox"/> Stove | <input type="checkbox"/> Microwave       | <input type="checkbox"/> 60 Chairs          |
| <input type="checkbox"/> Step Ladder | <input type="checkbox"/> TV    | <input type="checkbox"/> Dry Erase Board | <input type="checkbox"/> Key Returned _____ |

I hereby certify that I have read and understand the rules and regulations. I further agree that any false statements contained on the application or failure to follow the rules will result in the forfeiture of the damage deposit, termination of the fire hall rental agreement, and rejection of future applications for future facility rentals.

On behalf of myself and/or the organization I represent, I agree to indemnify and hold harmless the City of St. Joseph, its agents or employees, from any claims, injuries, or damages and all occurrences resulting from or relating to the use of said City Facility whether occurring on the premises or off premises.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY**

Rental Fees:	Damage Deposit:      \$200.00
<input type="checkbox"/> \$100.00	<input type="checkbox"/> Received
	<input type="checkbox"/> Returned _____

**RENTAL FEES ARE NON-REFUNDABLE & NON-TRANSFERABLE**