

Community Center Rental Policy

Date Renting _____ Amount Due _____

Name _____ Phone # _____

Address _____

Rent is due prior to use of hall, checks payable to: Courtland Community Center

Mail to: PO Box 42 Courtland, MN 56021

Key may be picked up from and returned to Courtland Mart.

You will have to sign for the key.

Bring your own dish cloths and dish towels for cleanup.

Beverages – You provide your own beer, pop, liquor, ice, and cups.

You are responsible for minor and adult alcohol consumption.

Arrangements with Swany's Pub may also be made to do the bar,

507-359-2537, ask for Brian or Kelli, large groups only.

Kitchen – Appliances and equipment available to use include

Gas stoves and ovens, walk in cooler, chest freezer,

Keg cooler – holds two 1/2 barrels and one 1/4 barrel.

Coffee Makers, electric roasters, coffee pots and servers.

Various serving dishes and utensils.

Decorations – May only be put up with masking or scotch tape, no duct tape.

All decorations must be removed after event.

No compounds (dance wax) may be used on floor.

Clean Up – All equipment used in the kitchen must be cleaned and put where found.

Counters and tables in kitchen must be wiped off

Tables and Chairs must be washed off and put back on racks.

Floors must be swept. Wipe up any spills or sticky spots, do not mop.

All garbage put in dumpsters outside kitchen door.

Shut off all ceiling fans and lights, lock all doors.

If you have questions, call Julie at City Office, 507-354-7055.