

**Glenwood Lakes Area Welcome Center**  
**Waiver of Liability & Conference & Community Room Agreement**

This Agreement is made between the **Glenwood Lakes Area Welcome Center** (Owner) and (User/Renter) as follows: Owner hereby furnishes User/Renter for use of the Conference & Community Room located in Owner's building at 7 First St. NW, Glenwood, Minnesota. "Use" includes access to and use of rest room facilities, lobby area, entrances, parking lot, Conference & Community Room furniture, kitchenette and electronic equipment. **No alcohol on the premises.**

**Renter's use of the property is limited to the following agreements:**

1. User/Renter shall return the property in the same condition it was received and shall be liable for any damages caused by the User/Renter's use of the premises.
2. User/Renter agrees to be billed for any damages, repairs, cleaning, etc., if the property is left in a bad condition.
3. User/Renter shall pay the required sum for the use of the property, said sum to be payable prior to the execution of this Waiver of Liability & Conference & Community Room Agreement.
4. User/Renter shall be allowed to use the property for any lawful non-residential purpose, and the Owner shall not interfere with such use of the property by the User/Renter.
5. Owner shall not be liable for any damage or injury to any person or property occurring during the User/Renter's use of the property, and User/Renter agrees to hold the Owner harmless from any liability therefrom.
6. User/Renter shall be responsible for general cleaning and removal of any personal property, trash, litter, etc., generated during the User/Renter's use of the property at the time User/Renter vacates the premises. Garbage cans are located outside the front door on the north side of the building. Vacuum and cleaning supplies are available.
7. User/Renter agrees to turn off lights, ensure electronics are turned off, and lock the premises before leaving the property. If a key is required, it must be signed out with the Welcome Center.
8. There is no cost for Chamber Members to rent the Conference & Community Room. Non-Members agree to pay the Glenwood Lakes Area Welcome Center based on the current fee schedule.  
**Full Day \$100.00 (over 5 hours); Half Day \$50.00; 2 hours or less \$25.00.**
9. Once signed, this Waiver of Liability & Conference & Community Room Agreement shall remain in effect until such time that either party notifies the other party in writing that the Agreement is terminated, suspended, etc.

**Printed Name of User/Renter:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Company:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*User/Renter will receive a copy & original will remain on file at the Glenwood Lakes Area Welcome Center. Must be renewed annually. Waiver required before rental.*

**Return to: Glenwood Lakes Area Welcome Center, 7 1st Street NW, Glenwood, MN 56334**