



## ROOM RENTAL AGREEMENT

Rental includes the use of the space, the set-up of tables and chairs, and free parking. Rental spaces are available 10am – 5pm, Tuesday – Saturday.

Full day (4+ hours)
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Half day (3.5 hours or less)
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Please check all that applies:

Meeting room capacity:

- 75 people lecture-style (chairs only)
- 40 people classroom-style
- Room can be partitioned off for break-out sessions

	Non-profit	\$200		\$100
	Commercial	\$250		\$125

Board room capacity:

- 15 people

	Non-profit	\$125		\$65
	Commercial	\$150		\$75

Extra Amenities:

Please check all that applies:

	Projector	\$50		Podium	FREE
	Laptop	\$50		Microphone	FREE
	Kitchenette	\$50		Food Table	FREE

**\*Access to the building prior to 9:30 am will require an additional \$50.00 fee.**

- No reservation will be considered confirmed until receipt and acceptance of a complete Museum Room Rental Agreement.
- Payment in **full** is due at the time of reservation.
- **Cancellation Policy:** If the applicant fails to appear and does not cancel a week in advance, 50% of the rental fee is charged.
- Either party may terminate or suspend its obligations if such obligations are delayed, prevented, or rendered impractical as a result of extreme weather, riot, insurgency, governmental actions or regulations, which becomes effective after the date of the contract, provided and to the extent such occurrence is beyond the reasonable control of either party.
- Stearns History Museum and National Weather Service’s warnings and watches will determine weather-related cancellations.
- Use of the Museum office equipment is prohibited.

- All events must be completed and the room cleaned up by 4:30 pm.
- Decorations are limited to free-standing or table tops only. No adhesives on walls, furniture, or floors.
- If professional cleaning is required due to excessive spills, stains, or damage to flooring and/or furniture, the applicant will be invoiced for those charges.
- As a neutral, taxpayer-funded organization, our rental policy can not accommodate political or religious events.
- The Museum has scheduled closing for events, administrative, and exhibit installation. These include, but are not limited to: Break Week, Harvest Fest, WW II, and Time Traveler’s Camp.

Please complete and return this form to [officeadmin@stearns-museum.org](mailto:officeadmin@stearns-museum.org)  
 Or mail to: **235 33<sup>rd</sup> Avenue South, St. Cloud, MN 56301**

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Organization/Group/Individual

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Contact Person	Contact Email	Contact Phone
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Address	City	State	Zip
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Date of Event	Time of Event
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Type of Event	Estimated Attendance
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Authorized Signature of Applicant	Date
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Printed Name of Applicant	\$ _____ Total Cost
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