

Glyndon Community Center Rental Application

Community Center is only reserved after an advance payment of \$30.00 for Category II & III Events
 Community Center is only reserved after an advance payment of ½ the total fee for Category I Events

Name _____

Address _____

Phone: Daytime _____ Cell _____

Type of Function _____ Date to be Reserved _____

Time of Function: From _____ To _____

Use of Kitchen for Cooking? _____ Will Intoxicating beverages be used? _____

Number of Participants _____ (Building Capacity is 180).

****Law enforcement is required any time alcoholic beverages are sold or consumed in the Community Center for any type of activity. This applies to all 3 rental categories listed.***

Category I

	Residents	Non-Residents
Dances/Receptions/Commercial Vendors	\$250.00	\$400.00
Local Non-Profit Organizations (Fund Raisers)	\$100.00	\$200.00
Damage Deposit	\$500.00	\$500.00
Refundable Cleaning Charge	\$100.00	\$100.00
Kitchen Use (if cooking there)	\$25.00	\$25.00
Law Enforcement Charge (Minimum charge 4 hours)	\$120.00 plus \$30.00 each extra hour	

Category II

	Residents	Non-Residents
Small Family Events or Parties (Covers 4 hours)	\$30.00	\$60.00
Small Family Events or Parties (Runs over 4 hours)	\$50.00	\$100.00
Refundable Cleaning Charge	\$100.00	\$100.00
Kitchen Use (if cooking there)	\$25.00	\$25.00
Law Enforcement Charge (Minimum charge 4 hours)	\$120.00 plus \$30.00 each extra hour	

Category III

	Residents	Non-Residents
Non-Profit Youth Organizations/Meetings	\$25.00	\$50.00
Kitchen Use (if cooking there)	\$25.00	\$50.00
Refundable Cleaning Charge	\$100.00	\$100.00
Law Enforcement Charge (Minimum charge 4 hours)	\$120.00 plus \$30.00 each extra hour	

****These Rates apply to Residents and Non-Residents of Glyndon. A key to the Community Center must be picked up at City Hall, 36 3rd Street South – 218-498-2578 – between 8:00 a.m. and 4:30 p.m. M-F.***

PLEASE FILL OUT THE BACK ALSO

Hold Harmless Agreement

I understand that my use of the Community Center is voluntary and that I am using it for my benefit only. I agree that my use of the Community Center facility is undertaken at my own risk and that the City of Glyndon will not be liable for any claims, injuries or damages of whatever nature incurred by me or members of my organization due to the negligence of members of my organization, or the negligence of third parties. On behalf of myself and the organization I represent, I expressly forever release and discharge the City, its agents or employees, from any such claims, injuries or damages. I also agree to defend, indemnify and hold harmless the City from any claims, injuries or damages of whatever nature arising out of or connected with my use of the Community Center. I also agree to reimburse the City for damage, breakage, maintenance and theft of equipment beyond the damage deposit figure if so warranted.

If alcohol is allowed to be consumed, served or sold at the event sponsored by me or members of my organization, I understand and agree that Law Enforcement must be present at the event. Failure to comply with this clause will result in the event being shut down and fines being levied. The consumption of Alcohol by parties under the age of 21 is not allowed in the Glyndon Community Center. I.D. Cards will be checked when warranted by the officer attending. Violations of this policy will be handled in a swift and serious manner and violators will be subject to arrest by the Glyndon Police Department. Alcoholic beverages are not allowed outside the Community Center Building, unless prior security arrangements have been made.

User Representative _____ Date _____

Please return this form to: City Clerk's Office
 Glyndon City Hall
 PO Box 223
 Glyndon, MN 56547

Address for Invitations: Glyndon Community Center
 212 Partridge Ave SE
 Glyndon, MN 56547

APPROVED BY: _____ Date _____
 City Clerk/Treasurer or Administrative Assistant