

# 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. **SERVING OF ALCOHOL MUST END NO LATER THEN 12:00 A.M. (MIDNIGHT)*****

<u>Category I</u>	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)	\$140.00 plus \$35.00 each extra hour	
<u>Category II</u>	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	
<u>Category III</u>	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 3<sup>rd</sup> 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