



City Council:
 Mayor Joe Olson
 Shonna Severson
 Bryan DeVries
 Patrick McCoy
 Steven Ring

Glyndon Community Center Rental Application

Community Center is only reserved after an advance payment of the Rental Fee for all events.
 Community Center is only reserved after an advance payment of 1/2 the total fee for Category I Events

Name: _____

Address: _____ Phone: _____

Reason For Rental: _____

Date To Be Reserved: _____ Time(s): _____ to _____

Alcohol Present? Yes** No Number of Participants: _____ (Building capacity is 180)

**The hiring of ASP Security of Moorhead is required ANYTIME alcoholic beverages will be served
 or consumed in the Community Center for any event or activity. **

SERVING OF ALCOHOL MUST END NO LATER THAN 11:00 PM -- BUILDING MUST BE CLEANED AND VACANT BY MIDNIGHT

CATEGORY I

RESIDENTS

NON-RESIDENTS

Dances/Receptions	\$250 _____	\$400 _____
Non-Profit Fundraisers	\$100 _____	\$200 _____
Damage Deposit	\$500 _____	\$500 _____
Refundable Cleaning Deposit	\$100 _____	\$200 _____

**ASP SECURITY Charge – (\$35/Hour – minimum of 4 Hours) \$140+ _____

CATEGORY II

RESIDENTS

NON-RESIDENTS

Small Event of Family Party – 4 Hours	\$30 _____	\$100 _____
Small Event or Family Party – Over 4 Hours	\$50 _____	\$150 _____
Refundable Cleaning Deposit	\$100 _____	\$200 _____

**ASP SECURITY Charge – (\$35/Hour – minimum of 4 Hours) \$140+ _____

Office Use Only

Rental Fee: _____	Date: _____	Cash _____	Check# _____	Card _____
Cleaning Deposit _____	Date: _____	Cash _____	Check# _____	Card _____
Initials for Rental Fee: _____	Initials for Cleaning Deposit: _____			

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 deposit figure if so warranted.

Renter shall **NOT** make any alterations to the Community Center without consent of the City. Alterations include any items that shall be hung, glued, taped or in any other way affixed to the walls, ceiling, floor, or light fixtures.

If alcohol is to be consumed, served, or sold at the event sponsored by me or members of my organization, I understand and agree that ASP Security of Moorhead must be hired to 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 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.

Applicant Signature: _____ **Date:** _____

Please return this form and payment to City Hall:

Address: Glyndon City Hall
C.C. Rental Application
PO Box 223
Glyndon, MN 56547

Or Email: waffield@glyndonmn.com

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

Approved By: _____ **Date:** _____
Clerk/Treasurer or Administrative Assistant

Acknowledgment of Deposit Returned: _____

Deposit Returned By: _____ **Date:** _____