

Glyndon Community Center Rental Rules and Regulations

City of Glyndon, Minnesota

2026 (Adopted 2012)

The City of Glyndon, Minnesota (the “City”) has adopted the following Community Center Rental Rules and Regulations concerning the rental of the City’s Community Center to a member of the public or a group (the “User”) for an “Event.”

These Rules and Regulations will be incorporated by reference into any contract between the City and a User.

1. Reserving the Community Center

To reserve the Community Center, the User must submit a Community Center Rental Application (the “Application”) to the City of Glyndon **prior to the Event**. Applications will not be accepted more than one year in advance of the Event. Applications will be accepted during the City’s regular business hours.

2. Community Center Rental Agreement

The User must enter into a written Community Center Rental Agreement (the “Agreement”) with the City.

3. Security Deposit

As part of the rental process, the City of Glyndon will retain a copy of the renter’s credit card on file. By signing this agreement, the renter authorizes the City to charge a minimum of \$200 to the card if any Community Center rules and regulations are violated, including but not limited to failure to complete required cleanup, damage to property, or other noncompliant behavior. Additional charges may apply based on the extent of the violation. Information will be shredded upon inspection of the Community Center.

4. Rental Fee

The rental hours include the time necessary for setting up and cleaning up. If the Community Center is available, the City, in its sole discretion, may allow the User to set up the day before the Event for an additional \$75 fee. See application for full rental fees and categories.

The rental fee is due at the date the Agreement is signed by both parties. If the User remains in the Community Center past the ending time stated in the Agreement, the additional rental fee will be charged to the credit card on file.

5. Priority of Use

The City shall have first priority for all governmental activities. The priority for all other uses shall be determined on a first-come, first-served basis.

6. Kitchen/Food

Users may provide their own food and beverages or utilize a professional caterer for their event. At the conclusion of the rental, all unused food and beverages must be removed from the kitchen. Renters are also required to follow the provided cleaning checklist to ensure the facility is left in proper condition.

7. Cancellation/Refund Policy

All cancellations must be submitted to the City of Glyndon in writing.

- If a cancellation request is received **more than 7 days prior** to the scheduled event date, the renter will receive a **full refund** of the rental fee.
- If a cancellation request is received **within 7 days of the event**, the **rental fee will be forfeited**.

The City of Glyndon reserves the right to cancel any event. In such cases, the renter will receive a **full refund** of all fees paid, issued within **15 business days** of the cancellation date.

8. Maximum Capacity

The maximum capacity of the Community Center is 180 people. Under no circumstance shall the number of people at an Event exceed the maximum capacity.

9. Alterations

The User shall **NOT make any alterations** to the Community Center without the written 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 of the Community Center.**

10. Building Access

The Community Center will be available for access at the time reserved and keys will be available at City Hall a few days before the Event. If the Event is on a Saturday or Sunday, keys must be picked up no later than 4:30 p.m. on the Friday before the Event. The User shall ensure that everyone is out of the building before leaving and is responsible for locking the Community Center following the Event. After hours the Community Center keys may be dropped off in the utility payment box located outside City Hall.

11. Access by City

The User shall permit the City's officials, employees or agents to have access and to enter the Community Center at any time during the Event.

12. Designated Area

Only the area designated in the Community Center Rental Application may be used.

13. Clean Up

The User is responsible for leaving the Community Center in as good or better condition than found. All tables and chairs must be washed and returned to their original position. All floors must be swept and mopped. Cleaning supplies are in the janitorial closet. The User must empty all garbage into the dumpster located in the Community Center parking lot.

Follow Checklist for Cleanup

14. Entertainment

All entertainment must be pre-approved by the City.

15. Security

All Events shall be operated and supervised to the satisfaction of the City. The City may require, as a condition of approval of the Application, that one or more security guards are present at the Event.

16. Minors

If persons under age 18 will be present at the Event, there must be at least one adult present for every 6 minors.

17. Admission Fee

The User may not charge an admission fee, sell tickets or solicit donations at the Community Center without the express written permission and proper permits of the City.

18. Smoking

Smoking in the Community Center and on City property is prohibited at all times.

19. Law/Ordinances

The User must comply with the laws of the State of Minnesota and City Ordinances. The City has the right to terminate use of the Community Center during any Event if the User violates any State laws or City Ordinances. All fees shall be forfeited when an Event is terminated for this reason.

20. Alcohol Policy

The possession, use or sale of alcoholic beverages is permitted in the Community Center only under the following conditions:

- A liquor license must be obtained prior to the Event if alcohol is served or sold.
- The User must have adequate procedures in place to ensure that no one under the age of 21 is served alcohol and to ensure that no one is served alcohol in an amount to cause intoxication.
- The serving of alcohol must end at no later than 11:00 pm.
- “Bring Your Own Bottle” functions are prohibited.
- ASP Security/and or Police Officer must be present if alcohol will be consumed during the Event.

21. Insurance Requirements

The City, in its discretion, may require the User to obtain liability insurance. If liability insurance is required, the following requirements apply:

- \$1,000,000 minimum
- Insurance shall cover liability for injury death and property damage including coverage for alcohol related claims.
- The insurance policy must be issued by an insurance company licensed to do business in Minnesota acceptable to the City.
- The City must be named as an “Additional Insured” on the policy.
- At least seven (7) days prior to the Event, the User must give to the City a certificate of insurance showing the required coverage.

22. Restricting Use

The City Administrator and/or City Clerk shall have the authority, subject to appeal of the City Council, to prohibit or limit use of the Community Center by a particular User or Group based upon knowledge that the User has caused damage to other public facilities or when disruption, damage, theft or other unfavorable history is recorded from previous use of the Community Center.

23. No Discrimination

The City does not deny access to the Community Center on the basis of race, religion, sex, creed, age, sexual orientation or national origin. Allowing any group to use the Community Center does not imply endorsement of a group’s views by the City.

24. Accidents/Damage

Any accidents or damage to the Community Center must be reported to the City Clerk following the Event.

25. Personal Property

The City will not be responsible for any personal property belonging to the user or the user’s guests or invitees.