



GLYNDON COMMUNITY CENTER RENTAL APPLICATION

212 Partridge Ave SE, Glyndon, MN 56547

Reservations for the Community Center are confirmed only after full payment of the rental fee.

CATEGORY

RESIDENTS – City Limits

NON-RESIDENT

Event Under 4 Hours

\$100 _____

\$200 _____

All Day Event

\$300 _____

\$450 _____

Decorating Early – Night before – After 5:00 pm

\$ 75 _____

\$ 75 _____

Cleaning Deposit (*credit card only – see page 2*)

\$200 _____

\$200 _____

First Name: _____ Last Name: _____

Address: _____ City/State/Zip _____

Reason for Rental: _____ Contact Number: _____

Date to be Reserved: _____ Times: _____ to _____

Alcohol Present: YES** or 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****

****ASP SECURITY CHARGE - \$40/hour – minimum of 4 hours \$160 + _____ Times: _____ to _____**

BUILDING MUST BE CLEANED AND VACANT BY MIDNIGHT

PLEASE PROVIDE A PHOTO ID

Office Use Only Below

Rental Fee: _____ Date: _____ Check # _____ Card _____ Cash _____

Cleaning Deposit: _____ Date: _____ Last 4 Digits of Card Number: _____

Security Fee: _____ Date: _____ Check # _____ Card _____ Cash _____

Payment collected by: _____ Date: _____

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 of Glyndon. 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.

Access to the Community Center is permitted only during the dates and times specified in your approved application. **Any use outside of those times requires prior written approval. Failure to comply may result in loss of future rental privileges.** Smoking is strictly prohibited anywhere on Community Center property. All renters are responsible for leaving the facility in the same or better condition than it was found; this includes returning all tables and chairs to their original positions, sweeping and mopping all floors, emptying all trash into the dumpster located in the parking lot, using cleaning supplies provided in the janitorial closet, following the Clean-Up Checklist provided.

Any damage to the property or failure to complete the required cleanup will result in the forfeiture of your deposit and may lead to suspension from future rental privileges.

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.

By signing below, you acknowledge that you have received and reviewed the Community Center Rental Rules and regulations. You agree to abide by these guidelines and accept the terms and conditions of the rental agreement.

Applicant Signature: _____ Date: _____

Approved By: _____ Date: _____

Office Use Only Below

Inspection Completed By: _____ Date: _____

Card Charged: YES or NO Shredded By: _____ Date: _____