

City of Glyndon

Minnesota



City Council:

Mayor Joe Olson
Shonna Severson
Bryant DeVries
Patrick McCoy
Steven Ring

Glyndon City Council Packet
October 22nd, 2025, at 6:00 p.m.
City Hall Council Chambers



Agenda for Glyndon City Council
WEDNESDAY - 10/22/2025 – 6:00 p.m.
Regular Council Meeting
City Hall Council Chambers

1. **Call to Order:** Mayor Joe Olson
2. **Roll Call**
3. **Motion to Approve Consent Agenda**
 - a. 10/8/2025 – Council Meeting Minutes
 - b. **Approve Resolution of Payments**
 - Approve Gaming Application for Glyndon Rod & Gun - Saturday, December 6, 2025, at the Glyndon Community Center
 - Approve 1-Day Liquor License Application for Glyndon Rod & Gun - Saturday, December 6, 2025, at the Glyndon Community Center
4. **Any Additions to the Agenda** (*urgent items only please*)
5. **Motion to Approve Agenda**
6. **Old Business / Unfinished Business Updates**
 - a. **West Central Regional Water District Memorandum of Understanding** (*need a motion*)
7. **New Business**
 - a. **Community Center Rental Fee Discussion** (*need a motion*)
 - b. **Discussion Concerning Construction Elevation Changes to Zoning Ordinance #181**
8. **Open Forum – Public Comments/Concerns** - **this is the time for the General Public to address the Council regarding a City Business item that is not on the agenda. Typically, decisions will not be made at this meeting but will be referred to staff for further research. The Open Forum shall not be used to make political statements, political endorsements or for any political campaign purposes.*
9. **Mayor/Department Reports**
 - a. Justin Vogel, Police Chief
 - b. Jeff Berg, Maintenance Department
 - c. Bob Cuchna, Fire Chief
 - d. Wendy Affield, Clerk/Treasurer
 - e. Justin Vogel, Administrator
10. **Committee Reports**
11. **Time to Discuss the Additions to the Agenda** (*only discuss if added and approved in #4 above*)
12. **Miscellaneous Announcements & Recognitions**
13. **Adjournment**

The next Council Meeting is Scheduled for Wednesday, November 12th, 2025, at 7:00 a.m.

Glyndon City Council
Wednesday, October 8, 2025 – 7:00 a.m.
Regular Council Meeting
City Hall Council Chambers

1. **Call to Order:** Vice-Mayor Patrick McCoy called the meeting to order at 7:00 am.
2. **Roll Call:** Council Members Present: Shonna Severson, Steven Ring; Administrator/Police Chief Justin Vogel; City Clerk/Treasurer Wendy Affield and Administrative Assistant Hanna Dufault. Bryant DeVries arrived at 7:07am.

As Per Sign in Sheet: None
Virtual Attendees: None
Absent: Mayor Joe Olson; Fire Chief Bob Cuchna; Maintenance Forman Jeff Berg
3. **Any Additions to the Agenda** – Nothing at this time.
4. **Motion to Approve Consent Agenda** – A motion to approve the consent agenda was made by Steven Ring, seconded by Shonna Severson. All in Favor.
Motion Carried.
 - a. 9/22/2025 – Council Meeting Minutes
 - b. Approve Resolution of Payments
 - Approve Gaming Application for UC Hope – Bingo on Sunday, November 23, 2025, at the Glyndon Community Center
5. **Motion to Approve Agenda** - A motion to approve the consent agenda was made by Steven Ring, seconded by Shonna Severson. All in Favor.
Motion Carried.
6. **Old Business / Unfinished Business Updates**
 - a. **Minnesota Rural Water MOU Discussion** (*informational only*) Vogel states this information pertains to supplying water to rural areas that do not have access to water treatment plants. Stats have come back from engineering to show how much water we are using and if we can sell water, and this is the compacity we are able to sell at. Ring asked if the City would be a provider or would we be provided the water? Vogel stated, we are still waiting to hear what the plan is, they have visited with Barnesville and Hawley concerning the selling of their water. Vogel informed their representatives that the City of Glyndon would also be interested in selling water over purchasing water. Vogel discussed how we have a good water system in place, and he would like more time to digest what they plan to do with the surrounding towns. He mentioned to be part of the MOU discussions we would be required to pay one thousand dollars (\$1,000). Rural cities are the ones that need this program to work, so for now the program is looking at state and federal funding options. Given the volume of information to review, Vogel emphasized the importance of ensuring that any decisions made are in the best interest of both the City and its residents before proceeding. Ring asked where most of the water is coming from. Vogel stated, North Dakota. Vogel thinks it would be fine to hook up to the infrastructure just in case something ever happened to our water system, but at this time we need to maintain the system we have because it's income is helping run the city.
7. **New Business**
 - a. **September 2025 Expense and Revenue Budget Sheets for Review** (*informational only*)
8. **Open Forum – Public Comments/Concerns** – Nothing at this time.

9. Mayor/Department Reports

- a. **Justin Vogel, Police Chief** – Chief Vogel shared that the department is proudly supporting Breast Cancer Awareness Month by wearing pink badges and patches throughout October. The patches were specially designed by Officer Schock to honor the cause. He also noted the department is currently down one officer, who is on light duty and is helping organize the Community Center and other areas in the City that need help.
- b. **Jeff Berg, Maintenance Department** - Chief Vogel provided an update on the Maintenance Department. Crews have been actively working on hydrant flushing throughout town and assisting with preparations at the Community Center for the upcoming Halloween Trunk or Treat event on October 31, 2025. They have also been finalizing work at the community garden in Anstadt Park. Maintenance team member Ty recently completed his Class C water license, which now brings the total to two (2) certified employees qualified to operate the water treatment plant.
- c. **Bob Cuchna, Fire Chief** - Chief Vogel states he had a meeting regarding the Fire Truck and finalizing plans to have it ready by next fall.
- d. **Wendy Affield, Clerk/Treasurer** – Affield states she will be working on payroll and Council Meetings for next year.
- e. **Justin Vogel, Administrator** – Administrator Vogel reported he has been collaborating with other local administrators on an MOU related to dispatch services. He also attended a Rural City Meeting alongside Affield yesterday, held at the new Fire Station in Dilworth. Vogel discussed what other towns are doing for their preliminary levy percentages. During the meeting, participants discussed road repair needs and available grant opportunities through the State of Minnesota. Following this, Vogel engaged with Council Members to determine which city roads should be prioritized for repair. It was agreed that development efforts would begin with Stockwood. He also wanted to invite everyone to the annual Halloween Trunk or Treat event on Friday, October 31, 2025, from 6:00pm to 8:00pm at the Community Center.

10. Committee Reports – Nothing at this time.

11. Time to Discuss the Additions to the Agenda – Nothing at this time.

12. Miscellaneous Announcements & Recognitions – Nothing at this time.

13. Adjournment – A motion was made by Steven Ring to adjourn the meeting at 7:21 am, seconded by Shonna Severson. All in Favor.
Motion Carried.

Patrick McCoy, Vice-Mayor

Hanna Dufault, Administrative Assistant

Wendy Affield, Clerk/Treasurer

CITY OF GLYNDON**RESOLUTION RECORD****10/22/2025****RESOLUTION ALLOWING CLAIMS & ORDERING PAYMENT THEREOF**

WHEREAS, THE CITY CLERK HAS AUDITED AND THE DEPARTMENTS HAVE APPROVED THE FOLLOWING CLAIMS AGAINST THE CITY OF GLYNDON, AND HAVE CERTIFIED THAT SUCH CLAIMS ARE PROPERLY PAYABLE BY THE SAID CITY, AND THAT THE SAID CITY CLERK HAS VERIFIED SUCH CLAIMS TO BE PAID AND HAS SATISFIED HERSELF THAT SUCH BILLS AND CLAIMS ARE PROPER CHARGES AGAINST THE CITY OF GLYNDON;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GLYNDON, MINNESOTA,

FUNDS:**Wednesday, October 22nd, 2025**

Vendor	Description	Code	Amount
Ameritas Life Ins/Vision	Vision Insurance for Employees	101-41000-133	\$63.96
Beam Dental Card ACH	Employee Dental & Extra Coverage	Coded Separate	\$326.80
Bureau of Crim Apprehension	CJDN Access Fee (BCA) - Police	101-42000-300	\$600.00
Clay County Sheriff	4th Quarter 2025 RRRDC Dispatch - Police	101-42000-324	\$5,540.11
Clay County Union	Ordinance #196 Publication	101-41000-351	\$1,512.00
D & S Construction of DL	Building Inspector Retainer for October	101-41000-300	\$500.00
D & S Construction of DL	50% of Building Permits April-September	101-47000-307	\$2,113.00
Ferguson Waterworks	Mini Purge Pump - Water Dept ?	201-44000-210	\$200.28
FM Ambulance Services	EMR Course - Matt Ober - Rescue	501-46000-208	\$749.68
FM Printing	Utility Billing Envelopes - 1/2 1/2	Coded Separate	\$268.00
Galls	Police Dept Uniform Allowance	101-42000-201	\$117.52
Galls	Fire Dept Uniform Allowance	501-45000-201	\$275.40
Johnson Auto Repairs	Repairs to Police Squads	101-42000-211	\$618.06
Lakes Country Service ACH	Health Insurance for Employees - MEDICA	G 101-21706	\$9,233.62
Law Enforcement Labor	Union Dues for Ryan, Annie, Carter & Teryn	G 101-21707	\$292.00
Menards	Maintenance Dept Supplies	101-47000-210	\$46.29
O'Reilly Auto Parts			\$18.28
Patriot Air	Police Dept Air Conditioner Compressor	101-41000-401	\$191.25
Randall's Excavating	Repair Broken Gate Valve - Bayer Ditch	201-44000-402	\$2,798.23
RMB	Water Testing on	201-44000-300	
Runnings	Mouse Traps - Maintenance	101-47000-210	\$20.83
Sanford Health OccMed	Bradey Berg's Testing		\$51.00
SSI Crestmark	US Solar Xcel Payment for September	Coded Separate	
Superior Sales & Service	Blades for Sawing Lumber	101-47000-210	\$168.35
Thein Well	Repairs to Well #2 - Water Dept	201-44000-300	\$13,551.38
Vestis	Community Center Mops	101-43000-210	\$54.04

TOTAL**\$39,310.08****AS CERTIFIED BY WENDY AFFIELD CITY CLERK****GRAND TOTAL****\$39,310.08**

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Glyndon Rod & Gun Previous Gambling Permit Number: _____

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 41-1550324

Mailing Address: PO Box 152

City: Glyndon State: MN Zip: 56547 County: Clay

Name of Chief Executive Officer (CEO): Troy De Jong

CEO Daytime Phone: 701-238-1181 CEO Email: _____
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☒ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

☐ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Glyndon Community Center

Physical Address (do not use P.O. box): 212 Partridge Ave

Check one:

☒ City: Glyndon Zip: 56547 County: Clay

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): December 6 2025

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

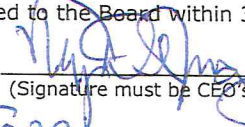
Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
☒ The application is acknowledged with no waiting period. ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city). ☐ The application is denied.	☐ The application is acknowledged with no waiting period. ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days. ☐ The application is denied.
Print City Name: <u>City of Glyndon</u>	Print County Name: _____
Signature of City Personnel: _____ _____	Signature of County Personnel: _____ _____
Title: _____ Date: _____	Title: _____ Date: _____
The city or county must sign before submitting application to the Gambling Control Board.	TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.) Print Township Name: _____ Signature of Township Officer: _____ Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature:  Date: 10-13-25
(Signature must be CEO's signature; designee may not sign)

Print Name: Troy DeTong

REQUIREMENTS	MAIL APPLICATION AND ATTACHMENTS
Complete a separate application for: • all gambling conducted on two or more consecutive days; or • all gambling conducted on one day. Only one application is required if one or more raffle drawings are conducted on the same day. Financial report to be completed within 30 days after the gambling activity is done: A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board. Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).	Mail application with: _____ a copy of your proof of nonprofit status; and _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to State of Minnesota. To: Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113 Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the	application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-	ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.
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This form will be made available in alternative format (i.e. large print, braille) upon request.



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 222, St. Paul, MN 55101
651-201-7500 Fax 651-297-5259 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization	Date organized	Tax exempt number	
Glyndon Rod & Gun	8-2-74	41-1550324	
Address	City	State	Zip Code
PO Box 152	Glyndon	Minnesota	56547
Name of person making application	Business phone	Home phone	
Troy DeJong	701-238-1181		
Date(s) of event	Type of organization		
12-6-2025	☒ Club ☐ Charitable ☐ Religious ☐ Other non-profit		
Organization officer's name	City	State	Zip Code
		Minnesota	
Organization officer's name	City	State	Zip Code
		Minnesota	
Organization officer's name	City	State	Zip Code
		Minnesota	
Organization officer's name	City	State	Zip Code
		Minnesota	

Location where permit will be used. If an outdoor area, describe.

Glyndon Community Center - 212 Partridge Ave, Glyndon, MN 56547

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
City of Glyndon	10-22-25
Fee Amount	Permit Date
5.00	12-6-2025
Date Fee Paid	City or County E-mail Address
	waffield@glyndonmn.com
	City or County Phone Number
	218-498-2578

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US

West Central Regional Water District Memorandum of Inclusion

This Memorandum of Understanding (MOU) is entered into on this _____ (date) by and between the West Central Regional Water District (WCRWD) and City of Glyndon, collectively referred to as the "Parties."

Purpose: The purpose of this MOU is to formalize City of Glyndon's intent to be included in the West Central Regional Water District's (WCRWD) planning efforts moving forward.

Whereas Clauses:

WHEREAS, City of Glyndon recognizes the significant benefits of participating in the planning efforts of the West Central Regional Water District, particularly as it pertains to the process outlined under Minnesota Statute 116A; and

WHEREAS, this Memorandum does not obligate City of Glyndon to any future financial or legal commitments but grants WCRWD the ability to plan for future capacity, which may include the potential integration of City of Glyndon in the district's water services.

Agreement:

1. City of Glyndon hereby expresses its intent to be included in WCRWD's planning efforts, including requesting WCRWD to plan for an annual flow of _____ million gallons per year (mgd) at a maximum deliverable flow rate of _____ gallons per minute (gpm).
2. City of Glyndon agrees to provide a non-refundable downpayment of \$ 1,000 to the West Central Regional Water District, which will be used by WCRWD for planning purposes and will be credited against any future costs incurred by WCRWD for the integration or servicing of the City of Glyndon in the district's water system, as well as any future costs incurred by City of Glyndon to connect to the district.
3. WCRWD will incorporate City of Glyndon into its capacity planning and other relevant activities as part of the MN Statute 116A process.
4. This Memorandum does not create any binding obligations on the part of City of Glyndon to join WCRWD or to commit resources to WCRWD activities.
5. The Parties understand that prior to connecting to the WCRWD or receiving service from the WCRWD, City of Glyndon must adopt a formal resolution pursuant to Minnesota Statutes 116.01, subd 4, requesting to be connected to the WCRWD, and/or included in the area to be served by the WCRWD, and additionally enter into a formal water user agreement with the WCRWD.
6. Either Party may terminate this MOU upon written notice to the other Party.



Signatures: The Parties, by their respective authorized representatives, have executed this Memorandum of Understanding as of the date first written above.

West Central Regional Water District

By: _____

Name: _____

Title: _____

Date: _____

City of Glyndon

By: _____

Name: _____

Title: _____

Date: _____



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 - \$35/hour – minimum of 4 hours \$140 + _____ 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 of Card Number: _____

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: _____

City of Glyndon

Minnesota

City Council:

Mayor Tracy Tollefson
Justin Schreiber
Bryant DeVries
Patric 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 ½ the total fee for Category I events

Name: Old Sheet

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

Dances/Receptions
Non-profit Fundraisers
Damage Deposit
Refundable Cleaning Deposit

RESIDENTS

\$250 _____
\$100 _____
\$500 _____
\$100 _____

NON-RESIDENTS

\$400 _____
\$200 _____
\$500 _____
\$100 _____

****ASP SECURITY Charge – (\$35/hr: minimum of 4 hours)**

\$140 +

CATEGORY II

Small Event or Family Party – 4 hours
Small Event or Family Party – Over 4 hours
Refundable Cleaning Deposit

\$30 _____
\$50 _____
\$100 _____

\$60 _____
\$100 _____
\$200 _____

****ASP SECURITY Charge – (\$35/hr: minimum of 4 hours)**

\$140 +

FOR OFFICE USE ONLY

Total: _____

Paid on: _____

Initials: _____

Old Sheet

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.

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.

User Representative: _____ Date: _____

Please return this form via email submission or by mail to:

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

Email: **knosal@glyndonmn.com**

Old Sheet

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

Approved by: _____ Date: _____
City Clerk/Administrative Assistant

Deposit Returned by: _____ Date: _____

Acknowledgement of receipt: _____

Groups/Clubs for the Community Center

Groups that do not Pay

- Cub Scouts
- Lions
- Rod & Gun Club
- DGF Trap Team
- DGF Fishing Club
- DGF Robotics
- Glyndon Township
- DGF (School) Groups
- Glyndon 4-H Club
- UC Hope- Pays \$25.00 per rental
- Clay Co Trailblazers – Pays \$25.00 per rental
- Clay County 4-H – Pays \$25.00 per rental