

# GARFIELD CITY HALL AND COMMUNITY CENTER APPLICATION & AGREEMENT FOR USE OF CITY HALL & COMMUNITY CENTER

## PURPOSE

The purpose of this policy is to make the City Hall & Community Center available to organizations for the benefit of residents of Garfield and surrounding area. It is the intention of the City Council to regulate the use of the facility in such a manner as to allow for the maximum public benefit, to rent the facility in an equitable manner, and to provide the facility for the public to use at the lowest possible price.

<b>FEES</b>	<b>RENTAL RATES</b>	<b>CLASSIFICATION AND PRIORITY USERS</b>
Group 1:	No charge	Currently serving on The City of Garfield Council, employees, and those that have *served 20+ years to the community *(Service as a City Council, Fire Dept., 1 <sup>st</sup> Responders, or City Employee)
Group 2:	No charge	Area Civic and non-profit organizations
Group 3:	\$50 per day	Residents of the City of Garfield
Group 4:	\$100 per day	Residents of Ida, LaGrand, and Moe Townships
Group 5:	\$150 per day	Non-Residents

**ALL GROUPS: \$250 Damage Deposit Required** (see page 2 for details of forfeiting your damage deposit)

## PROCEDURE FOR APPLYING

*In order to reserve the City Hall and Community Center, page 1 & 4 along with the rental fee and damage deposit must be returned to the City Clerk to hold the date in your name.*

## ALL APPLICATIONS MUST BE REVIEWED AND APPROVED BY CITY CLERK OR CITY COUNCIL

DATE OF APPLICATION: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

NAME OF ORGANIZATION: \_\_\_\_\_

CONTACT PERSON (IF DIFFERENT): \_\_\_\_\_

ADDRESS:

\_\_\_\_\_ STREET CITY STATE ZIP

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PURPOSE FOR USE OF THE FACILITY:

\_\_\_\_\_  
\_\_\_\_\_

DATE REQUESTED: \_\_\_\_\_ HOURS FROM: \_\_\_\_\_ TO: \_\_\_\_\_

## GARFIELD CITY HALL AND COMMUNITY CENTER RULES & REGULATIONS

- **NO smoking including e-cigarettes or drugs in the building.**
- **NO alcoholic beverages outside of building are allowed.**

The City of Garfield requires the following tasks to be completed before your damage deposit is returned:

**NOTE: ALL CLEANING SUPPLIES ARE IN THE JANITOR CLOSET IN BACK HALL.**

- **NO** tape, staples, nails, pins, wire or use of adhesive hangers on walls or ceiling.  
**\*\*Command Strips are allowed\*\***
- **DO NOT SLIDE TABLES ON THE FLOOR!!** This leaves marks, **Please** pick up to move.
- **DO NOT** remove tables or chairs from building.
- Table & chairs are to be wiped off and put back where they were.
- **If** food and/or beverages are served, floors **must** be **swept and mopped**.
- Check bathrooms (lights & fans off, toilets flushed and floors cleaned).
- Make sure all faucets are completely turned off in kitchen & bathrooms.
- Do not put coffee grounds into the kitchen sink.
- Return the kitchen to an orderly condition (wipe off all countertops, rinse sink, clean-up spills & mop floor).
- Empty all garbage cans and placed in the garbage dumpster located outside the back door.
- Turn all lights off and leave the ceiling fans on.
- Lock all doors.

**If the above items are not done, you will forfeit your \$250 damage deposit**

➤ ***Please be respect of the facility and clean-up after your gathering***

- ✓ A CERTIFICATE of INSURANCE will be required to verify homeowners/renters insurance coverage for liability purposes, if alcohol is served upon premises.
- ❖ Renter assumes responsibility for lost or broken items and agrees to pay for all damages to City property or equipment over and above normal wear and tear.
- ❖ Renter shall defend, indemnify and hold harmless the City and its officials, employees and agents from any liabilities, judgments, losses, costs or charges (including attorneys' fees) incurred by the City or any of its officials, employees or agents as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss or property damage caused by, arising out of, related to or associated with the use of the Community Center by Renter or by Renter's guests or invitees, except to the extent caused by the sole negligence, gross negligence or willful misconduct of the City or its officers, employees or agents.
- ❖ 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.
- ❖ Youth activities must be chaperoned by adults. (1 adult to every 10 children)
- ❖ Evening activities must conclude before 1 a.m.
- ❖ Bar service must be performed by a valid liquor license holder conclude by 12:30 a.m. The license holder must show proof of liquor liability insurance in the minimum of \$1,000,000 per occurrence and the city must be added as an additional insured.
- ❖ Pick up key for the community Center at the City Clerk's office during regular business hours – Monday - Thursday, 2 to 3 days before the scheduled activity.
- ❖ The key must be returned within 2 -3 business days – once keys are returned and room has been inspected, deposit if refundable will be forwarded. If the key is lost – you will be responsible for the expense to re-key the locks for the building and to replace all keys.

**GARFIELD CITY HALL AND COMMUNITY CENTER**  
**PO Box 51**  
**101 Sanstead Street East**  
**Garfield, MN 56332**  
**320-834-2238**  
[cityhall@garfieldmn.com](mailto:cityhall@garfieldmn.com)

**OFFICE HOURS ARE AS FOLLOWS:**  
MON-THURS 8AM-4PM  
FRIDAY CLOSED

**BUILDING LOCATION:** 101 SANSTEAD STREET EAST

**CONTACTS FOR CATERING/FOOD AND/OR LIQUOR SERVICE:**

CENEX – Pizza  
4451 County Rd 40 NW, Garfield,  
320-834-2224

GARFIELD PUB  
101 Co. Rd. 22, Garfield  
320-834-2273

GEOFF BRUZEK at FIRE STATION BAR & GRILL  
203 Sanstead St W, Garfield  
320-834-3250

ERIC RIEBER at STATE STREET CAFÉ  
107 State Street, Garfield  
320-834-2755  
[www.statestreetcafe.biz](http://www.statestreetcafe.biz)  
[info@statestreetcafe.biz](mailto:info@statestreetcafe.biz)

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I have reviewed the fees, rules, regulations, and requirements for the use of the Garfield City Hall and Community Center which pertain to and govern the use for which this application is made and I agree to be bound by all such fees, rules, regulations and requirements.

\_\_\_\_\_

SIGNATURE OF APPLICANT

DATE

APPROVED BY:

\_\_\_\_\_  
 City Clerk

**FOR OFFICE USE ONLY**

FEES:	Room Rental (\$_____ @ #_____ Days)	\$_____	CK#_____
	Damage Deposit	<u>\$250.00</u>	CK#_____
	<b>TOTAL AMOUNT DUE</b>	<b>\$_____</b>	

Date of Damage Deposit return: \_\_\_\_\_

Key Distribution #: \_\_\_\_\_

Date of Key Returned: \_\_\_\_\_

*\*\*\*If the key is lost – you will be responsible for the expense to re-key the locks for the building and to replace all keys.*