

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.

FEES	RENTAL RATES	CLASSIFICATION AND PRIORITY USERS
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 st 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 & 3 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, tacks, 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** 

We would like to keep the community center looking as good as possible and with your help, that can be done. This facility is used often, when you utilize this facility, you expect it to be clean! Please be respectful 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.
- ❖ 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

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.

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 \$250.00 CK#_____

TOTAL AMOUNT DUE \$_____

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.*