

# Casselton Veterans Memorial Auditorium Rental Agreement

City of Casselton, PO Box 548, Casselton, ND 58012

Responsible Party Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_ City, State, ZIP \_\_\_\_\_

DATE(s) Requested for Event: \_\_\_\_\_ # expected in attendance \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Total # of Hours \_\_\_\_\_

Nature of Event: \_\_\_\_\_ Are you allowing alcoholic beverages? \_\_\_\_\_

<b>Please check the appropriate boxes below</b>	<b>Resident</b>	<b>Non-Resident</b>
<input type="checkbox"/> Room Rental for 1/2 day (Approximately 4 hours)	\$40	\$60
<input type="checkbox"/> Room Rental for Full Day (Approximately 8 hours)	\$75	\$100
<input type="checkbox"/> Kitchen Rental (addition to room rental)	\$25	\$50
<b>TOTAL Cost for Rental \$ _____</b>		
<input type="checkbox"/> Refundable Cleaning/Damage Deposit Cash or Cashier's Check only <small>(Personal check accepted if person receives utility bill from the city)</small>		\$300
Shred _____ OR Return _____		

**LIABILITY STATEMENT**

The City of Casselton, its trustees, agents, officers and employees assume no responsibility for the person or property of anyone using the Veterans Memorial Auditorium. The responsible party named above shall remove all personal items and property brought into the center at the conclusion of the function unless prior arrangements have been made with the City. The responsible party and all guests will be responsible for compliance and adherence to the City of Casselton Memorial Hall Rental Policies and Procedures and all specifications of the rental agreement.

In consideration of the use of the Veterans Memorial Auditorium, the reserving responsible party agrees to indemnify the City of Casselton, its trustees, officers, agents and employees and hold them harmless from and against any and all liability, damage, expense, cause of action, suits, claims or judgments arising from or related to injury to persons or property occurring in or about the premises and upon the adjoining sidewalks, streets or ways which may arise from the City of Casselton's ownership and management of the premises, or from any action or omission of the reserving responsible party, its agents, employees, guests, or licensees, or from any cause whatsoever. (The City of Casselton reserves the right to refuse to rent to any party that does not comply with the terms of the agreement, policies & procedures.)

I have read, understand, and agree to the guidelines and regulations stated in the attached Facility Use Policy and Procedures as well as the above liability statement.

\_\_\_\_\_  
APPLICANT (Responsible Party) Signature

\_\_\_\_\_  
Date

***CITY OF CASSELTON USE ONLY:***

Key # \_\_\_\_\_

- |  |  |
|--|--|
| <input type="checkbox"/> Veterans Memorial Auditorium left in as good or better condition.               | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> "Held" deposit returned/shredded ( <i>circle one</i> )      Date returned _____ |  |
| <input type="checkbox"/> Deposit Refund amount \$ _____ (deduction description(s) provided below)        | Check # _____  |

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Rental Agreement

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The City of Casselton welcomes public use of its Auditorium and Council Chambers. The City Auditor or designee is responsible for maintaining the reservation lists and implementing policy. Please take a few minutes to review our policies and procedures. Any exceptions to these policies and procedures should be pre-approved by City Council or Auditor and communicated accordingly.

Use of the Auditorium or Council Chambers by any group signifies acceptance of the terms of this policy. The City of Casselton reserves the right to refuse to rent to any party that violates the terms of the agreement, policies or procedures.

## **GENERAL INFORMATION**

The Auditorium and Council Chambers will be available on a first-come first-serve basis with any City Council or other officially affiliated city business event or program having priority over all other requests.

The Auditorium or Council Chambers may be used free of charge by any community non-profit, cultural or civic organization. If a meeting of this sort is scheduled and a City Council or other officially affiliated city business event, program or meeting needs to be held, the non-profit organization will be notified as soon as possible for the need to make other arrangements.

The Auditorium or Council Chambers may be used for a fee by any parties who have programs or meetings that involve:

- The sale, advertising, solicitation or promotion of commercial products or services.
- Personal, company, or family parties or meetings.
- Any religious group wishing to use as a worship site.

Any person at least 21 years of age, or any organized group may submit an application to reserve City facilities and are subject to review and approval by the Auditor.

All applications that include an alcohol permit request must be submitted at least 2 weeks prior to event if alcohol is to be served and are subject to review and approval by City Council and/or Auditor. Use Agreements are not transferable. A new application must be submitted at least 2 weeks prior to the event with all appropriate fees, for each new date requested if alcohol is to be served.

Residency is based on the permanent address of the responsible party. The responsible party shall incur all costs and be responsible for damages and liability. The responsible party will also receive any refund due after the event.

Security is required for events serving alcohol if minors are present. Refer to Alcohol permit for rules and regulations

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## FORMS and RENTAL CONFIRMATION

- *Rental Application* - required completion of paperwork with signature of responsible party, the deposit fee and the rental fee **must be received before the date requested is guaranteed**. If rental is paid, but no one shows up to use auditorium, the rental amount is still deposited.
- *One-Day Alcohol Permit* - required when alcohol is served at event.

A time will need to be set up to pick up the applicable keys.

## GENERAL RESTRICTIONS

- A. Any event or activity to be attended by a majority of persons less than 18 years of age are required to have one (1) responsible adult over the age of 18 in attendance for every ten (10) persons under 18. The responsible adult is to be present at the Veterans Memorial Auditorium during entire operation hours.
- B. The Veterans Memorial Auditorium is a smoke free building. Smoking is NOT allowed inside, nor within 20 feet of a publicly owned building. It is a class B misdemeanor for a minor (under 18) to smoke, use or possess cigarette and tobacco products.

## GENERAL CONDITIONS OF USE

- A. The room set up is the responsibility of the renter/user. There are tables and chairs available for use. The Auditorium and Council Chambers must be left as it was found, if table or chair stackers are moved, it should be returned to the original arrangement immediately after the event, not the next day.
  - 1. Tables are to be returned to the storage room. The larger tables will be placed on the rack and the smaller lighter colored ones placed vertical against the wall.
  - 2. All Chairs should be returned to the chair racks and placed in the storage room.
  - 3. Under no circumstances shall chairs, tables, or other equipment belonging to the City of Casselton be removed from the facility. Sitting/walking/standing/dancing on tables is prohibited.
- B. Refreshments and food may be served. Prior approval is needed to use the kitchen which has a microwave, refrigerator, stove and dishwasher. All serving materials must be furnished by the renter/user as well as hand towels and dish rags. Dishes and silverware are available.
- C. Electrical appliances i.e. coffee/crock pots, roasters etc. may be utilized for food service. Please utilize common sense to not overload the circuits with these appliances. Circuit breakers are located in the furnace room in the event of an overload.
- D. Decorations may be put up with any adhesive that can be removed **ONLY ON THE CINDER BLOCK WALLS** or as designated by the Auditor. No staples, duct tape, nails, or tacks are to be used in the Veterans Memorial Auditorium without prior approval from the Auditor. **UNDER NO CIRCUMSTANCE** is any tape allowed on the green painted walls

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- E. Animals are not allowed inside the facility without prearranged agreement.
- F. All exterior doors are to remain closed. A comfortable temperature is pre-programmed for the city auditorium, but the Heat & Central Air thermostat can be adjusted to your comfort by pressing the up and down arrows to desired temperature. **Press the lower left button marked "Sched" before leaving.**
- G. CLEAN UP – (***Immediately following event.***) All floors should be swept and mopped, tables wiped down prior to putting away, restrooms left tidy, outside of building inspected, and all garbage placed in appropriate outdoor containers (garbage totes are located outside kitchen door). *Please leave the facility as clean as you found it.*
  - Cleaning supplies provided are: broom and mop/bucket in furnace room; toilet paper, paper towels and white trash bags in women's bathroom; and black trash bags under kitchen sink. Dishcloths and towels must be brought in by renter.
- H. The renter/user (individual and/or group) will be held responsible for any and all damages that may occur as a result of the use of the facilities.

Various groups utilize the Auditorium during each week. The City employees will perform weekly and if necessary daily overall clean up, inventory of supplies and general inspection of equipment etc. to assure that the Veterans Memorial Auditorium is kept in a clean, orderly and safe environment for all patrons. It is important that you conduct a spot check of the Veterans Memorial Auditorium room prior to and immediately following your event. It is anticipated that the equipment and community room will be left in as good or better condition. If there are any damaged or dirty areas noted prior to and following your event please call 347-4861 ext 10 immediately and leave a detailed message.

Initial Inspection/Cleanup-Closing checklist is provided and posted in the kitchen for your reference.

# Casselton Veterans Memorial Auditorium Inspection Sheet

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## **CASSELTON VETERANS MEMORIAL AUDITORIUM FACILITY USE INITIAL INSPECTION/CLEANUP-CLOSING CHECKLIST**

- Pre-inspection spot check conducted

The following items were noted and have been reported to 347-4861 ext. 10

### AT THE TIME OF CHECKOUT:

- Wipe off all counter areas and tables used.
- Clean stove if used.
- Return all tables to the proper table racks.
- Return all chairs to the chair racks.
- Empty all garbage to the outside dumpster (on east side of the building). Lock Door
- Sweep Auditorium floor
- Make sure bathrooms are tidy, toilets are flushed, and bathroom doors propped open.
- All lights are turned off.
- Thermometer button SCHED has been activated.
- All doors are secured and locked
- Keys returned in Auditor's door drop box
- Final inspection – the following items were noted:

This checklist is provided as a tool and does not need to be returned to the City Auditor's office with the Auditorium keys. Feel free to utilize this checklist to report any items of concern or damage that the City should be made aware of.

We appreciate your cooperation in helping to maintain our Auditorium. If you have any questions, please feel free to call the City Auditor at 347-4861 ext. 10

**Thank you very much!**

# Casselton Veterans Memorial Auditorium Alcohol in Facility Permit

City of Casselton, PO Box 548, Casselton, ND 58012

**Applicant/Responsible Person:** \_\_\_\_\_

**Organization if applicable:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

**IS EVENT OPEN TO THE PUBLIC?** Yes No

**SECURITY IS REQUIRED for event if minors and alcohol are present.** The City of Casselton will coordinate all security, provided by the Cass County Sheriff's Dept. at a cost of \$45.00 per hour. Costs for security must be paid to the City of Casselton prior to each event.

Acceptance of Legal Responsibility:

I understand that liability related to the service, consumption and/or sale of alcoholic beverages is not covered by the City of Casselton's liability insurance policy. I further understand that under North Dakota laws, severe liability may result from the service, consumption and/or sale of alcoholic beverages.

I agree, by signing this permit, to accept any and all liability resulting from the service, consumption, and/or sale of alcoholic beverages during my event at the Casselton Veterans Memorial Auditorium. I further agree to hold harmless the City of Casselton from any and all claims resulting from the service, consumption, and/or sale of alcoholic beverages during this event.

I agree, by signing this permit, to familiarize myself and to comply with all North Dakota laws and the regulations of the State of North Dakota Liquor Control commission(s) relating to the service, consumption, and/or sale of alcoholic beverages.

\_\_\_\_\_  
Applicant/Responsible Party signature

\_\_\_\_\_  
Date

**For Office Use Only**

\_\_\_\_\_ Approved      \_\_\_\_\_ Denied

Reason for Denial:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

For Security contact: Cass County Sheriff's Office at 241-5800

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