



City of Washburn
907 Main Avenue
Washburn, ND 58577

701-462-8558 cityofwashburn@westriv.com

Facility Rental Agreement

Responsible Party Name: _____ Phone Number: _____

Address: _____ City, State, ZIP: _____

Name/Description of Event: _____

Date(s) Requested for Event: _____ Estimated Attendance: _____
(Including Set-up Date)

Start Time: _____ End Time: _____ Nature of Event - Circle one: Public Invite-Only

Will alcoholic beverages be served/sold? _____

Please check the appropriate boxes below:

- Upper-Level Gym for sporting activity \$10
- Upper-Level Gym for half day * \$100
- Add Upper-Level Kitchen for half day \$50
- * Requires 48-hour cancellation notice. Failure to do so results in a \$25 fee.
- Upper-Level Gym for full day * \$200
- Add Upper-Level Kitchen for full day \$125
- * Requires 48-hour cancellation notice. Failure to do so results in a \$50 fee.
- Upper-Level Weekend Rental (Gym, Kitchen, Audio/Video System) * \$500
- Friday 12:00 pm – Sunday 6:00 pm
- (A Deputy is required for all public dances)
- * Requires 48-hour cancellation notice. Failure to do so results in a \$100 fee.
- Lower-Level Kitchen + Dining Room for half day \$40
- Lower-Level Kitchen + Dining Room for full day \$75
- Lower-Level Community Room for half day \$15
- Lower-Level Community Room for full day \$30
- City Hall Conference Room \$10
- Alley Room \$10
- Refundable **Deposit** \$200
- Refundable **Kitchen Deposit** \$100
- Proof of Insurance**

TOTAL Cost for Rental \$ _____

Please include three checks, one for rental and another for the deposits. Make checks payable to City of Washburn.

CITY OF WASHBURN USE ONLY:

Revised 04-21-2023

Key Pick-Up & Number: _____

City of Washburn Facility Use Policies and Procedures

The purpose of this policy is to outline the procedures and provide guidelines for the rental of a building owned by the City of Washburn. Any exceptions to these policies and procedures should be pre-approved by City Commission or City Hall staff and communicated accordingly. Failure to follow the rules will result in your deposit being withheld. Please direct your questions to the City Office at 462-8558.

- **Reservation:** All rentals and use of a City of Washburn owned building must be scheduled through the City of Washburn City Hall office. Renter must be at least 18 years of age. Paperwork along with the proof of insurance, deposit fees and rental fee must be paid at the time the agreement is submitted. Renters are only allowed to use the area specified on the agreement. Renters are responsible for anyone entering other levels or rooms not in their agreement and any subsequent cleaning or damages that may occur. Set up and clean up shall be done within the hours rented. Must abide by all property policies, local ordinances, county, and state laws. Limit the number of guests to 960 per building fire code.
- **Reservation Time:** The time of use for the Renter must run consecutively from 12:00 am – 11:59 pm for a full day rental. A half-day rental shall be four hours or less facility use.
- **Keys:** Keys may be picked up the business day prior to the scheduled event. Failure to return keys to the City Hall office is a forfeit of your deposit.
- **Alcohol & Security:** All alcohol must be purchased from the Victor B. Wallin Post #12. The Renter is responsible for contacting the American Legion to make arrangements. Contact Terry at 701-462-3250 or Gary at 701-462-8151. The Renter is responsible for contacting and employing the services of a qualified person or persons for security if necessary. Security is required to be onsite and on duty for a public event of any kind where alcohol is present. A public event is defined as "An open invitation to the public by signs, advertisement or any means, make the activity a public event". Any youth organization or group using the space must have a responsible adult present during use to provide supervision.
- **Smoking & Pets:** Smoking and animals are not allowed in any City owned building.
- **Decorations:** Must be put up in such a manner as to not damage or deface property or wall finishes (no nails, staples, pins, etc.). No tape on the floors. **No balloons (helium or regular) are allowed.** Open flame candles shall be permitted when they are securely supported on substantial noncombustible bases and the candle flame is protected. All decorations must be set up and removed within the hours rented.
- **Tables & Chairs:** All tables and chairs shall remain on the appropriate levels and used on-site only. Care shall be used in handling tables and chairs to prevent damage. All tables and chairs must be put away after use. Chairs and tables on the upper floor are stored behind the garage door spaces and will only fit onto the rack and into the storage space if placed correctly. See photo in the storage space for correct placement. Failure to put them away as specified is a forfeit of deposit.
- **Cleaning/Inspection & Property Damage:** Renter is responsible for cleaning which includes removal of all garbage, sweeping of floors, turn off AV equipment if used, all chairs and tables are to be clean and stacked on racks. This includes restrooms, kitchen areas and parking areas if applicable. Decorations must be removed. Cleaning supplies are located in the Storage Room. Cleaning shall be done within the hours rented. Failure to clean the space will result in the forfeiture of the \$100 or \$200.00 deposit with additional cleaning time charged at \$20.00 per hour. The renter will pay, in addition to the rental fee, all other costs for all damages sustained to the building or grounds which occurs as a direct result of the renter's use or use by the renter's patrons. Any property left after the rental period becomes property of the City.
- **Audio and Video Equipment:** Follow instructions posted.
- **Fees:** Rental fees can be modified with the consent of the Washburn City Commission and an approval vote in the official minutes.
- **Camera Surveillance:** City of Washburn uses video surveillance in strategically located internal areas of the Memorial Hall. Cameras will operate continuously, and surveillance will be ongoing.
- **Insurance:** Renter is responsible for providing proof of liability insurance (Homeowners or Business insurance will work).

LIABILITY STATEMENT

The Renter agrees that it will fully indemnify and hold harmless The City of Washburn from all claims, actions, causes of actions, lawsuits, etc., which may arise as a result of the renter's management of the space. This indemnification and hold harmless includes, but is not limited to, an agreement to indemnify and hold The City of Washburn harmless for all costs, expenses, damages, economic and non-economic losses as defined under North Dakota law, including attorney fees and any other consequences which may arise as a result of the renter's management. The City of Washburn, its trustees, agents, officers, and employees assume no responsibility for the person or property of anyone using the said property. As a condition of this agreement, the Renter consents to the entry, inspection, or search of the premises at any time by a Peace Officer and/or City Personnel.

I have read, understand, and agree to the guidelines and regulations above.

APPLICANT (Responsible Party) Signature

Date

City of Washburn Representative

Date

Required Position of Tables and Chairs



- **Color Coded:** The rack and chairs are color coded. Hang the chairs on the correct rack.
- **Placement:** Put chairs on lower rack first. The photos show the direction the chairs are facing and which part of the chair to insert onto the rack. **They are not all the same and this is the only way to make them all fit.**



Rental questions or concerns should be directed to the City Hall office.

Monday – Friday 8:00 am – 4:30 pm
907 Main Ave, Washburn ND 58577
701-462-8558

For emergency or after hours contact:
Adam at 315-0012



Sheriff's Department McLean County



PO Box 1108
709 6th Ave.
Washburn, ND 58577

Phone: (701) 462-8103
Fax: (701) 462-3441

Special Events that Require Security:

Please contact, Casey Howe with the McLean County Sheriff's Department, at 701-462-8103, to coordinate security for the event(s).

When requesting special event security, please give an advance notice due to scheduling purposes. Failure to give advance notice may result in cancellation of alcohol being served at said event. The hourly rate is \$50.00/hour. When requesting this, please let the contact person know how many hours you will be needing security.



Sheriff JR Kerzmann
January 2021