

City of Hendrum

Shine Brighter Here

HENDRUM CIVIC CENTER/FIRE HALL RENTAL & USAGE POLICY

DEFINITIONS: For the purpose of this policy and procedures, the following definitions apply:

- **Resident:** Person residing within the city limits.
- **Community:** Person residing within the township, or a member of an organization located within the city or township.
- **User:** Person named to be responsible for setting up and leaving the facilities in the order in which it was found.

POLICY: The Fire Department and their activities have priority over any other usage of the facility. **In the event of a fire alarm, all persons must clear way for fire equipment and personnel.** City residents have priority over commercial or other groups. Usage must be scheduled with the City Clerk, with scheduled hours of the event.

RULES: Other rules shall be as follows:

- User must designate a person responsible for security.
- User must sign a hold harmless agreement.
- Liquor sales are NOT ALLOWED.
- If alcohol is involved as part of the event, the user is responsible and liable. The person or group must procure special event insurance.
- Fire equipment is OFF LIMITS. User is responsible for the security of the fire equipment.
- User is responsible for setting up and leaving the premises in its original condition.
- User is responsible for all damages and repairs.
- The building must be secured (lights out, doors locked, thermostat returned to original setting, etc.) upon completion of the event.
- **THE CITY HOLDS NO LIABILITY FOR NON-CITY SPONSORED EVENTS.**

FEES:

- Community organizations for a non-profit event: No Charge
- Non-profit organization for a community event: No Charge
- Private, commercial and/or for profit events: \$150.00 per day
- Deposit (Refundable if no clean-up costs are incurred): \$150.00
- Use of city staff: \$25.00 per hour (minimum \$25.00)

NO RESERVATIONS WILL BE MADE UNTIL THE HOLD HARMLESS AGREEMENT IS SIGNED AND RETURNED TO THE CITY CLERK AND THE DEPOSIT AND FEES ARE PAID.

1. Name:

2. Address:

3. Phone number:

4. Function:

5. Date(s):

6. Time: from

am/pm to

am/pm

HOLD HARMLESS AGREEMENT

I understand that my use of the Hendrum Civic Center/Fire Hall is undertaken at my own risk and that the City of Hendrum will not be liable for any claims, injuries, 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 that I represent, I expressly forever release and discharge the City of Hendrum, its agents and employees, from any such claims, injuries or damages. I also agree to defend, indemnify and hold harmless the City of Hendrum from any claims, injuries, or damages of whatever nature arising out of or connected with my use of the Hendrum Civic Center/Fire Hall. I also agree to reimburse the City of Hendrum for any damage, breakage, maintenance, or theft of equipment.

User Representative:

Date:

Please return this form to:

City Clerk's Office
City of Hendrum
308 Main St E
PO Box 100
Hendrum, MN 56550

APPROVED BY:

City Clerk _____

Date _____

HENDRUM CIVIC CENTER/FIRE HALL GUIDELINES

The person in charge of renting the Hendrum Civic Center/Fire Hall is responsible for the following:

- Oven and burners on the stove must be turned off.
- If the coffee pot is used, it must be cleaned and put away.
- The kitchen counter and sink must be left clean.
- The bathroom must be left clean and garbage bagged. *Make sure the toilet is not running.*
- All other garbage must also be picked up and bagged.
- Floors must be swept and mopped and rugs vacuumed.
- Lights must be turned off.
- If the television is used, it must be turned off.
- Tables and chairs must be returned to their original placement.
- Windows must be closed and the doors locked.
- The key must be returned to the City Clerk's office the next business day.
- ANY DAMAGED OR MISSING EQUIPMENT WILL BE REPAIRED OR REPLACED BY THE CITY AND THE RESPONSIBLE PARTY WILL BE BILLED FOR THE EXPENSES.

FAILURE TO FOLLOW THESE GUIDELINES WILL RESULT IN JANITORIAL FEES AND POSSIBLE REFUSAL OF FUTURE RENTAL REQUESTS.

FIRE DEPARTMENT EQUIPMENT IS OFF LIMITS!

Inspection date: _____ Fire Chief's signature: _____

Notes: _____