

City of Kindred

Facility Use Rental Application

Responsible Party Name: _____ Phone # _____

Mailing Address: _____ City, State, ZIP _____

Date(s) Requested for Event: _____ # expected in attendance _____

Date/Time of Entry: _____ Date/Time of Exit: _____

Nature of Event: _____ Circle one: Public Invite-Only

Are you allowing alcoholic beverages? Yes No

****If "yes" an alcohol waiver/acceptance of liability form is required**

****A Special Event Permit is required if any alcohol is present at ANY PUBLIC EVENT.**

Please check the appropriate item below:

____ City Hall Rental

____ Memorial Building Rental

____ \$100.00 Refundable Cleaning/Damage/Key Deposit

LIABILITY STATEMENT

The City of Kindred, its trustees, agents, officers and employees assume no responsibility for the person or property of anyone using the Memorial Building and/or City Hall. 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 Kindred Memorial Building and/or City Hall Facility Rental Policies and Procedures and all specifications of the rental agreement.

In consideration of the use of the Memorial Building and/or City Hall, the reserving responsible party agrees to indemnify the City of Kindred, 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 Kindred'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.

Initial each:

_____ **I understand clean up must be completed by the Date/Time of Exit indicated on this application or my deposit will be forfeit.**

_____ **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.**

Printed Name

Signature

Date

OFFICE USE ONLY:

- Alcohol Waiver/Liability Form Required Yes No
- Special Event Permit Required Yes No (if yes, date completed _____)
- Deposit Amount Received \$ _____ Payment Type/# _____ Date Received _____
- Key # _____ Date Issued _____ Staff Initials _____
- Facility left in as good or better condition Yes No (if no, description provided below/next page)
- Date Key Returned _____ Staff Initials _____
- Deposit Refund Amount \$ _____ (deduction description provided below/next page)
- Deposit Returned: Date _____ Method: In-person Mailed Shredded Apply to UB Acct # _____

City of Kindred

Facility Use Policies and Procedures

We appreciate the opportunity to provide a facility for your use. Please take a moment to review our policies and procedures. Any exceptions to these policies and procedures should be pre-approved by City Council or City Hall staff and communicated accordingly. Please direct your questions to City Hall at 701-428-3115 or email cityofkindred@msn.com. (The City of Kindred reserves the right to refuse to rent to any party violating the terms of the agreement, policies or procedures.)

GENERAL INFORMATION

- Any person at least 21 years of age, or any organized group may submit an application to reserve City facilities.
- All applications, and Special Use requests are subject to review and approval by City Council and/or City Hall staff. Use Agreements are not transferable.
- The responsible party shall incur all costs and be responsible for damages and liability. The responsible party will also receive any refund checks after the event after the building that was rented is inspected.

FORMS and RENTAL CONFIRMATION

- *Rental Application* - the deposit fee must be paid at the time the rental application is submitted.
- *Special Event Permit* - required when alcohol is present at any public event.

A rental confirmation will be mailed or given to you upon approval of your event. You will also receive the applicable keys and any other forms or permits that are required. These documents should accompany you on the day of your event.

GENERAL RESTRICTIONS

- A. Any event or activity to be attended by a majority of persons less than 21 years of age are required to have one (1) responsible adult over the age of 21 in attendance for every ten (10) persons under 21. The responsible adult is to be present at the Memorial Building and/or City Hall during entire operation hours.
- B. All events must be completed by 1 a.m. The City of Kindred noise ordinance, which, in part, restricts most noise after 11:00 p.m., prohibits any loud noise that may disturb residents of the community. The responsible party should assure that all City Noise and Curfew ordinances are followed and remind all to be courteous of those who live in close proximity to the Memorial Building and/or City Hall. The responsible party present during events should periodically monitor outside activity to assure compliance.
- C. The Memorial Building and City Hall are smoke free buildings. Smoking is NOT allowed inside. The designated smoking area is located outside. It is a class B misdemeanor for a minor (under 18) to smoke, use or possess cigarette and tobacco products.

City of Kindred

Facility Use Policies and Procedures

EQUIPMENT

- A. Applicant is responsible for room setup and takedown. ***Clean up is to be completed immediately following your event, not the next day.***
- B. All tables and chairs should be returned to their original location.
- C. Under no circumstances shall chairs, tables, or other equipment belonging to the City of Kindred be removed from the facility. Sitting/walking/standing/dancing on tables is prohibited.
- D. Functions held at the Memorial Building and City Hall that include use of kitchen must be cleaned and returned to original state.
- E. 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.

GENERAL CONDITIONS OF USE

- A. CLEAN UP (***Immediately following, not next day***) – All floors should be swept and mopped, vacuum the rugs, empty garbage cans and replace the bags, place all garbage in dumpster outside provided, clean dishes, sink, countertop, and stove area, stack chairs and tables on racks, leave bathroom doors open, set thermostat back to 60 degrees. *Please leave the facility as clean as you found it (broom, mop, vacuum cleaner, etc. is located in the closet).*
- B. Decorations may be put up with scotch/masking tape, tacking putty or other product approved by City Hall staff. **No staples, duct tape, nails, or tacks are to be used in the Memorial Building and City Hall.**
- C. Animals are not allowed inside the facility without prearranged agreement.
- D. All exterior doors are to remain closed.

Various groups utilize the Memorial Building and/or during each week. City staff will perform weekly and if necessary daily inventory of supplies and general inspection of equipment, etc. to assure that city facilities are kept in a clean, orderly and safe environment for all patrons. It is important that you conduct a spot check of the building *prior* to and immediately following your event. It is anticipated that the equipment and building will be left in as good or better condition.

Initial Inspection/Cleanup-Closing checklist is provided with each confirmation of rental and posted at the Memorial Building and City Hall for your reference.

MEMORIAL BUILDING AND CITY HALL USE

INITIAL INSPECTION/CLEANUP – CLOSING CHECKLIST

PRE-INSPECTION SPOT CHECK CONDUCTED

The following items were noted and have been reported:

AT THE TIME OF CHECKOUT:

- Clean dishes, sink, countertop and stove area
- Stack chairs and tables on racks or in designated areas
- Check bathrooms for flushed toilets and excessive garbage, leave doors open for heating purposes
- Empty all garbages and replace bags, place garbage in outside dumpster at MB or in large garbage totes in shop area at CH
- Vacuum the rugs
- Sweep and mop all floors, empty mop bucket
- Set thermostat temperature to 60 degrees
- All lights are turned off
- All doors are secured and locked
 - MB = N & S doors: push in & turn button. W door: use deadbolt
 - CH = Side doors: push buttons in. Front: use deadbolt

POST-INSPECTION SPOT CHECK CONDUCTED

The following items were noted and have been reported:

This checklist should be returned with your key to report any items of concern or damage that the City should be made of aware of.

We appreciate your cooperation in helping to maintain our Memorial Building and City Hall. If you have any questions, please feel free to call the City Hall at 701-428-3115.

Thank you very much!

Printed Name

Signature

Date