

GARRISON COMMUNITY CENTER RENTAL AGREEMENT

The Garrison Community Center is not a publicly owned venue, it is owned by the Garrison Area Improvement Association (GAIA). GAIA's mission for the Garrison Area is to promote Economic Development and overall success of the community. GAIA's goal with this location is to create a space where local groups, organizations, committees, families, and residents can come together for meetings, educational opportunities, celebrations, and community-focused activities.

The Garrison Community Center is available for public and private functions. Rental requests must be reviewed and approved by the GAIA Board during their weekly meetings. Special requests including reduced fees or multiple use agreements will be considered by the board on a case by case basis.

Public Event Rental Rate: \$50 per day. This fee will be waived for setup and takedown days (not occupied) provided another group or patron does not have the location booked. For multiple use day events that will benefit the community the rental rate may be lowered by board action. Public Use events will have priority over private events.

Private Event Rental Rate: \$50 per day. This fee will be waived for setup and takedown days (not occupied) provided another group or patron does not have the location booked. Private use rentals may be canceled up to 30 days in advance by GAIA should a priority public use be requested.

Other Rental Spaces in the Community: SACA Lodge, Senior Citizens, Garrison Auditorium, Garrison Skating Rink, ND Firefighter's Museum Meeting Room, Garrison Golf Course, Garrison City Park Shelter, Wilderness Park & Fort Stevenson State Park.

Please fill out the below information and return it to gaia@restel.com or to PO Box 445, Garrison, ND 58540. You may also drop off completed applications at the GAIA office location of 42 N. Main St, Garrison, ND 58540.

Name of Applicant and Group (if applicable): _____

Address of Applicant/Group: _____

Telephone No.: _____

Select one of the following: _____ Community Center (Main) _____ Cubby Hole (Lower) _____ Both

Purpose of Rental: _____

Special Requests: _____

Date(s) Requested for Rental: _____

Hours of use: _____

The Lessee agrees to indemnify the Lessor and hold them harmless from any and all claims for damages or injuries to persons or property, arising out of the transactions or negligence of the Lessee.

Signature of Applicant

Date

(see other side)

RULES & REGULATIONS

1. The fee must be prepaid. The fee will be refunded if events are cancelled 30 days or more prior to the booked event.
2. The maximum building occupancy is 75.
3. Parking is available in the adjacent lot to the South of the building. Overflow parking may be parked along the street, but please be mindful of our neighbors.
4. Meetings held Monday through Thursday may use the space at no charge.
5. The lessee may set up the day before at no charge, provided the space isn't booked for another event.
6. The lessee may clean up the day after the event, provided the space isn't booked for another event.
7. All equipment and furniture within the space is available for use. You may also bring in your own supplies, tables, etc. if needed.
8. All meetings, events and gatherings must be concluded by 9:00pm weekdays and 10:00pm on weekends.
9. No bar or liquor license transfers will be permitted for any event or activity.
10. Outdoor activities are to be kept to a minimum, no fire pits or open flames of any kind will be allowed.
11. No rummage sales will be permitted.
12. The lessee must complete a list of cleaning tasks after their event. Those who do not complete the listed tasks or otherwise damage/soil the property will be charged a cleaning or repair fee. The list of tasks is listed below
13. Please turn off lights and lock doors before leaving. The building must never be left unattended if not locked.

Clean Up Rules and Required Tasks:

*No additional charges will be incurred provided the property is cleaned up and there is no damage to the building or grounds. The building and grounds must be in the same condition as it was prior to rental of the space.

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| ▪ Vacuum/Mop Floors | ▪ Wipe down and mop bathroom |
| ▪ Pick up any trash from outdoor space | ▪ All trash collected and disposed of (garbage to be placed in the shed behind ramp) |
| ▪ Wipe down tables | ▪ Building locked and lights turned off |
| ▪ Remove all personal equipment/items | |
| ▪ Clean Kitchen (if used) | |