



Mapleton Community Center
Rental Application
 651 2nd St., Mapleton, ND



Responsible Party Name: _____
 Mailing Address: _____
 Phone #: _____ Date(s) Requested for Event: _____
 Event Type: _____ Are you allowing alcoholic beverages? _____
 Start Time: _____ End Time: _____

<u>Please check the appropriate boxes</u>	<u>Resident</u>	<u>Non-Resident</u>
_____ Room Rental for 1/2 day	\$15	\$50
_____ Room Rental for Full Day	\$25	\$75
_____ Cleaning/Damage Deposit	\$300	\$300
Total Cost \$ _____		

Liability Statement

The City of Mapleton, its trustees, agents, officers and employees assume no responsibility for the person or property of anyone using the Community Center. 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 Mapleton Community Center Facility Rental Policies and Procedures and all specifications of the rental agreement.

In consideration of the use of the Community Center, the reserving responsible party agrees to indemnify the City of Mapleton, 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 adjoining sidewalks, streets or ways which may arise from the City of Mapleton's ownership and management of the premises or from and action or omission of the reserving responsible party, its agents, employees, guests, or licenses, or from any cause whatsoever. (The City of Mapleton reserves the right to refuse to rent to any party that does not comply with the terms of the agreement, policies and procedures.)

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

Applicant (Responsible Party) Signature

Date

CITY USE ONLY

- Deposit Received: _____
- Deposit Refund amount: _____
 - Date returned: _____ Check #: _____



REGARDING COMMUNITY CENTER RENTALS

- 1. Must request rental a minimum of two weeks prior to the date of your event.**
- 2. A \$300 cleaning deposit (cash/cashier check only) required for all rentals.**

COMMUNITY CENTER RENTALS

The Council discussed changes to the rental policy in order to protect the Community Center from damages and renters that don't clean thoroughly before leaving. In the past some have stopped payment on deposit checks held for violation of rental policy terms. The council decided to change the policy to require a minimum 2 week notice before renting, a \$300 cleaning deposit of cash or cashier check only, and to reserve the right to refuse rental to anyone having previously violated the terms of the rental agreement. (Aug. 12, 2008 Council meeting.)



Mapleton Community Center Facility Use Policies and Procedures



We appreciate the opportunity to provide a facility for your use. 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 Building Maintenance staff and communicated accordingly. Please direct your questions to the City Hall at 282-6992. (The City of Mapleton reserves the right to refuse to rent to any party that violates 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. Must be submitted at least 2 week prior to event.

All applications, alcohol permits, and any "special use" requests are subject to review and approval by City Council and Community Center staff. 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.

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.

FORMS and RENTAL CONFIRMATION

- Rental Application - the deposit fee and the rental fee must be paid not less than 2 weeks prior to the requested date, required completion of paperwork and signature of responsible party.
- One- Day Alcohol Permit - required when alcohol at event.
- Special Use Permit – required for live music, kitchen use, animals or special equipment, etc. and special organization arrangements approved by council.

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 community center during entire operation hours.

B. The Mapleton City Council has voted that all parties must be done by 10 pm. Parties will be allowed to clean up after until 11 pm. City of Mapleton 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 adult should assure that all City and County Noise and Curfew ordinances are followed

and remind all to be courteous of those who live in close proximity to the Center. The adult present during events should periodically monitor outside activity to assure compliance.

C. The Community Center is a smoke free building. Smoking is NOT allowed inside. The designated smoking area is located outside the community center where an ash receptacle is provided. It is a class B misdemeanor for a minor (under 18) to smoke, use or possess cigarette and tobacco products.

EQUIPMENT

- A. Applicant is responsible for room setup and takedown. (Clean up is to be completed immediately after your event, not the next day.)
- B. All tables should be returned to their original location.
- C. Under no circumstances shall chairs, tables, or other equipment belonging to the City of Mapleton be removed from the facility. Sitting/walking/standing/dancing on tables is prohibited.
- D. Functions held at the Community Center that include a request to use the kitchen facility, refrigerator, freezer or silverware/utensils will require applicants to check with City staff prior to your event to assure availability of inventory needs. Kitchen cooking equipment is not to be utilized without prior approval by the Mapleton Park Board.
- 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 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. Please leave the facility as clean as you found it.
- B. Decorations may be put up with scotch or masking tape or as designated by the Public Service Worker. No staples, duct tape, nail, or tacks are to be used in the Community Center without prior approval from Public Service Worker.
- C. Animals are not allowed inside the facility without prearranged agreement.
- D. All exterior doors are to remain closed. Contact the City Maintenance employee if temperature controls need to be adjusted. Heat & Central Air thermostat is locked and not to be tampered with. A comfortable temperature is pre-programmed for each event. Please inform the City Hall of any special needs prior to your event.

Various groups utilize the Community Center during each week. The City Maintenance employees will perform weekly and if necessary daily overall clean up, inventory of supplies and general inspection of equipment etc. to assure that the Community Center is kept in a clean, orderly and safe environment for all patrons. It is important that you conduct a spot check of the community center 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.

MAPLETON COMMUNITY CENTER FACILITY USE CLEANUP – CLOSING CHECKLIST

AT THE TIME OF CHECKOUT:

- Wipe off all counter areas and tables used
- Return tables to their original location
- Return all chairs to chair rack
- Empty all garbage to outside dumpsters (on east side of building)
- Clean up any heel/shoe marks on floor
- Sweep and wet mop community center floor
- Clean bathrooms, assure toilets are flushed
- All lights are turned off
- All doors are secured and locked

This checklist is provided as a tool and does not need to be returned to the City Office. Feel free to utilize this checklist 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 Community Center. If you have any questions, please feel free to call the City Hall at 282-6992.

Thank you very much!

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