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# FRONTIER, NORTH DAKOTA

## Community Center Rental Contract

RESIDENT: \_\_\_\_\_ Telephone # \_\_\_\_\_

ADDRESS: \_\_\_\_\_, Frontier, North Dakota

DATE OF RENTAL<sup>1</sup>: \_\_\_\_\_

OPENING TIME: \_\_\_\_\_

CLOSING TIME: \_\_\_\_\_ (last hour should be used for clean-up)

ALCOHOL USE: (please check one)

\_\_\_\_\_ Alcohol will be served

\_\_\_\_\_ Alcohol will not be served

Name, address and telephone number of Frontier resident adult(s) **always present** if alcohol is served:

\_\_\_\_\_

If alcohol is served, a responsible adult resident of Frontier, North Dakota, of an age greater than twenty-one years (21) must be present during all times that alcohol is on-site to assure strict

<sup>1</sup> *Reservations cannot be made more than one-hundred eighty (180) days in advance of the requested date(s).*

Frontier, North Dakota, residents may rent the Community Center for periods of one (1), two (2), or three (3) days [or longer upon special application to the City Council outlining special needs for additional term].

No resident [to include other residents of the same household] is allowed to reserve more than four (4) days in any twelve (12) month period.

Should a Frontier, North Dakota, resident reserve a third (3<sup>rd</sup>) or fourth (4<sup>th</sup>) day in any twelve (12) month period, such reservation is subject to cancellation by the City of Frontier if (a) another Frontier resident desires to rent the Community Center and such resident has never previously rented the Community Center [nor has any person living at the same Frontier residence rented the facility] in the preceding twelve (12) month period, *and* (b) there exists at least three (3) months lead time so as to allow the resident whose reservation is being cancelled to seek an alternate site.

adherence to North Dakota laws relating to sale, use, and possession of alcoholic beverages. **No one under the age of twenty-one (21) years is allowed to possess or consume alcoholic beverages, and there can be no sale of alcohol allowed under any circumstances. There is no right to allow any individual(s) under the age of twenty-one (21) years, including the resident's own children, to possess or consume alcoholic beverages under any circumstances.**

\*\*\*Residents must be present at all times during this rental.

\*\*\*Residents are not allowed to rent the center for a third party.

A DEPOSIT IN THE AMOUNT OF **\$250.00** (*IF NO ALCOHOL IS SERVED*) OR **\$750.00** (*IF ALCOHOL IS SERVED*) MUST BE RECEIVED AT THE TIME OF THE RESERVATION, ALONG WITH A \$25.00 rental fee [per day].

**IF ALCOHOL IS SERVED WITHOUT PROPER DEPOSIT OF \$750.00, THE FRONTIER RESIDENT WILL AUTOMATICALLY FORFEIT THE \$250.00 DEPOSIT, AND IN ADDITION, THE FRONTIER RESIDENT AND THEIR FAMILY [OTHER RESIDENTS OF THE SAME HOUSEHOLD], MAY NOT AGAIN RESERVE THE COMMUNITY CENTER FOR A PERIOD OF THREE (3) YEARS THEREAFTER.**

DEPOSIT WILL BE REFUNDED THE NEXT BUSINESS DAY AFTER THE ACTUAL RENTAL DATE, IF NO DAMAGE IS FOUND.

IF CHARGES ARE ASSESSED, AN ITEMIZED LIST OF COSTS WILL BE PROVIDED TO THE RESIDENT. IF CHARGES EXCEED THE DEPOSIT AMOUNT, REMITTANCE WILL BE DUE IMMEDIATELY.

NO ATTENDEE OF THE EVENT WILL HOLD THE CITY OF FRONTIER RESPONSIBLE FOR ANY DAMAGES, ACCIDENTS, INJURIES, OR ACTIONS THAT MAY OCCUR ON THE DAY OF OR IN CONNECTION WITH THIS RENTAL. THE CITY OF FRONTIER IS NOT RESPONSIBLE FOR ANY ITEMS LEFT, LOST, OR DAMAGED DURING THIS RENTAL PERIOD.

IT IS AGREED THAT I/WE, THE UNDERSIGNED, UNDERSTAND THAT I/WE AM/ARE RESPONSIBLE FOR THE CONDUCT AND BEHAVIOR OF ALL GUESTS ATTENDING THE FUNCTION.

ALL POSTED AND PUBLISHED COMMUNITY POLICY RULES MUST BE OBSERVED. IT IS THE RENTER'S RESPONSIBILITY TO ENSURE THAT GUESTS ABIDE BY THE RULES.

Music and activities at the Community Center during this rental must not interfere with the

peaceful enjoyment of residents living in the area.

The Community Center, furnishings, and any other areas that are used during the event, are to be returned to the City of Frontier in the same clean and undamaged condition as given on the date of rental. All items must be in their original places. Please do not rearrange furniture. The Resident hereby agrees to pay for any damages, replacements, or cleaning fees incurred and understands any unpaid charges may be sought through legal means.

## **RESERVATIONS**

Please make your reservations as early as possible with a City Council member, but no earlier than ninety (90) days in advance of the requested date(s). At the time of making reservations, the **\$250.00** security deposit [**\$750.00** security deposit if alcohol will be served] will be due along with \$25.00 rental charge [per day]. Requests are fulfilled on a first come, first serve basis. All events must be scheduled with a start time and end time. Please have guests enter and exit through the front main entrance only, please.

## **COMMUNITY CENTER RULES**

- Alcohol is only permitted only if the reservation identifies such use, and the appropriate deposit is received by the City of Frontier in advance
- Glass bottles are not allowed on the premises
- No smoking inside the Community Center
- Nothing may be adhered to or attached to the walls, doors, or trim (no staples, tacks, tape, etc.)
- Pets are not allowed inside the Community Center
- Children may not be left unattended at any time
- Trash must be bagged and removed when you leave. No trash may be left at the Community Center
- All furniture must be clean and returned to their original position
- All cleaning is the renter's responsibility. (See next section for cleaning requirements)
- You must be 21 years of age, and a resident of Frontier to rent the facility

- Shoes and shirts required at all times
- Do not attach any audio/video equipment to any of the televisions in the facility
- Any blemishes or holes on the walls will result in damage charges
- All debris must be removed from the grounds upon departure

**CLEANING**

- The renter should inspect the premises prior to use and if it is not clean, contact their City Council member to verify the condition.
- The Community Center is to be cleaned by the renter after use in accordance with the Frontier Community Center Cleaning Rules, which are attached to this document and will be posted in the facility.
- **The facility must be left as clean as when it was received. Please help keep the cost of renting the community center from going up by taking good care of it.**

\_\_\_\_\_ Date \_\_\_\_\_  
 Renter’s Signature

**SPECIAL NOTE TO BE SIGNED AT BEGINNING OF RENTAL PERIOD.**

The undersigned Renter acknowledges receipt of a neat, clean, and undamaged facility at the onset of the rental period with the following exceptions (identify any deficiencies in writing):

\_\_\_\_\_  
 \_\_\_\_\_

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Renter’s Signature & date:

\_\_\_\_\_ Date:  
 \_\_\_\_\_

All exceptions above mentioned by the Renter must also be noted to exist by a City of Frontier representative. The following signature of a City of Frontier representative signifies the exceptions noted by the Renter are valid observations at the onset of the rental period. If no

signature by a City of Frontier representative appears hereafter, no exceptions are acceptable to the City of Frontier AND the Renter will be solely liable for any repairs.

Signature of authorized City of Frontier representative & date:

\_\_\_\_\_ Date: \_\_\_\_\_

## **Frontier Community Center Cleaning Rules**

Cleaning supplies can be found under the kitchen sink. Brooms, mops and pails can be found in the storage room in the back of the facility. If you are not able to find these supplies or if any of the supplies are used up, please leave a note so they can be replaced.

1. Wash off all tables and return them to the position you found them in.
2. Wipe off all chairs, put them all back around each table.
3. Clean the restrooms, including the floors. Remove all garbage.
4. Clean the kitchen area. Be sure all countertop surfaces are washed off.
5. Clean the refrigerator, stove, microwave and sink area. Wipe up all spills and burned food. Do not leave your food in the refrigerator, freezer or cupboards - please take it with you!
6. All floors must be swept and mopped.
7. Empty all garbage cans and place new liners in each one. Place all garbage bags in the dumpster outside.
8. Pick up all parking lot debris and put in the dumpster.
9. Any dishtowels or clothes that have been used need to be washed and returned as soon as possible.

**Please take good care of the Community Center and leave it as you found it!**