

RESOLUTION NO. 11-23

A RESOLUTION ESTABLISHING THE REQUIREMENTS AND FEES FOR THE USE OF THE NATIONAL GUARD ARMORY

REQUIREMENTS FOR USE OF NATIONAL GUARD ARMORY

INSURANCE MUST BE OBTAINED WITH LIMITS NOT LESS THAN \$250,000 FOR ANY ONE INJURY AND \$500,000 FOR ANY ONE ACCIDENT, AND \$100,000 PROPERTY DAMAGES. YOU MUST OBTAIN THIS FROM AN INSURANCE COMPANY AND FURNISH A CERTIFICATE OF INSURANCE PRIOR TO SIGNING THE LEASE AGREEMENT. A SPRINKLER SYSYEM HAS BEEN INSTALLED. THIS MAY LESSEN THE COST OF YOUR INSURANCE.

EXPECTATIONS FROM RENTER

-Perform a pre-event and post event walk through. If the event contact is unable to be present, please designate someone to be available.

-There is no janitor available for setup or take-down. The organization renting the facility is responsible for setting up and returning the equipment to the proper locations and cleaning up the facility. Please leave the facility the way you found it, or better.

-The kitchen must be clean and left in the condition in which it was found. The Senior Citizens use the kitchen Monday through Friday from 6 AM to 1 PM. The kitchen must be clean and ready to go by 6 AM each morning.

CHARGES – PAYMENT IN FULL IS DUE 30 DAYS PRIOR TO THE EVENT. DEPOSIT IS PAID SEPARATE FROM USAGE FEE. MAKE THE DEPOSIT OUT TO THE CITY OF WILLISTON AND MAKE THE FEE OUT TO NEW ARMORY. AFTER THE EVENT OCCURS AND A POST EVENT WALK THROUGH TAKES PLACE, THE DEPOSIT WILL BE RETURNED. HOWEVER, IF THE BUILDING IS NOT FOUND IN THE SAME CONDITION AS IT WAS WHEN THE PRE-WALK THROUGH WAS COMPLETED, PART OR ALL OF THE DEPOSIT WILL NOT BE REFUNDED.

AUDITORIUM

<u>FOR PROFIT</u>	<u>NON PROFIT</u>
\$200 DEPOSIT – 30 DAYS BEFORE EVENT	\$200 DEPOSIT – 30 DAYS BEFORE EVENT
\$225 PER DAY	\$150 PER DAY
\$100 PER ½ DAY	\$100 PER ½ DAY

KITCHEN

<u>FOR PROFIT</u>	<u>NON PROFIT</u>
\$100 PER DAY	\$50 PER DAY – NO OVENS, 2 ELECTRICAL OUTLETS
\$75 PER ½ DAY	\$75 PER DAY50 ½ DAY – OVENS, MORE THAN 2 ELECTRICAL OUTLETS

*The Senior Citizen Center uses the kitchen therefore the refrigerator is not available to use.

CLASSROOM

<u>FOR PROFIT</u>	<u>NON PROFIT</u>
\$50 PER DAY	\$25 PER DAY

EQUIPMENT GOING OUT OF THE BUILDING (ONE TIME EXEMPTION FOR NEW BUSINESS OPEN HOUSE)

TABLES - \$10 PER TABLE PER DAY FOR UP TO 25 TABLES - \$8 PER TABLE PER DAY AFTER 25 TABLES

CHAIRS - \$1.20 PER CHAIR PER DAY

CURTAINS - \$5 PER PANEL (3 PANELS PER 10 FOOT SECTION)

STAGE TABLES - \$15 PER TABLE

MISC.

-A LIQUOR PERMIT MUST BE OBTAINED FROM A LICENSED HOLDER WHO MUST OBTAIN A SPECIFIC EVENT PERMIT FROM THE CITY BEFORE EACH EVENT SERVING ALCOHOLIC BEVERAGES

-SECURITY MUST BE OBTAINED FROM THE CITY POLICE DEPARTMENT FOR DANCES. ARRANGEMENTS MUST BE MADE WITH THE POLICE DEPARTMENT

-GASOLINE AND OTHER FLAMMABLE LIQUIDS ARE NOT PERMITTED ON THE PREMISES

-FIRE EXTINGUISHERS AND EXIT SIGNS SHALL BE VISIBLE AND ACCESSIBLE AT ALL TIMES.

-NO EXIT IS TO BE BLOCKED

THESE ARE THE DATES RESERVED FOR YOUR ORGANIZATION: _____

Note: Your date is secure with the exception that the National Guard has precedence at all times.

PLEASE SIGN, DATE, AND RETURN WITH YOUR APPROPRIATE DEPOSIT AND CERTIFICATE OF INSURANCE

PRINTED NAME

SIGNATURE

DATE

ORGANIZATION NAME: _____

BILLING ADDRESS

CITY

STATE

ZIP

PHONE NUMBER

FAX NUMBER

WEBSITE

E-MAIL ADDRESS

PERSON TO CONTACT

Deposit:

Rental Fee:

Due Date: _____ **Total Due:**

Proof of insurance and payment in full received

Pre-Event walk through completed


Key given out - Received by:

Post Event walk through completed - KEY RETURNED

Commissioner Cymbaluk moved the adoption of the foregoing resolution. The motion was seconded by Commissioner Klug. On roll call vote of the Commissioners, the following Commissioners voted "AYE": Bogar, Klug, Cymbaluk, Koeser and the following Commissioners voted "NAY": None. Absent and not voting: Bekkedahl.

WHEREUPON, the motion was passed and the Resolution declared adopted this 12th day of April, 2011.




E. WARD KOESER, President
Board of City Commissioners

ATTEST:



JOHN KAUTZMAN, City Auditor