

# Harwood Community Center

Phone Number: 701-281-2684

City Office: 701-281-0314

Address: 210 FREEDLAND DRIVE



**In Case of Emergencies CALL 911**

# **FACILITY USE** **RULES AND REGULATIONS**

## **BACKGROUND**

The Harwood Community Center offers two (2) rooms that are available to rent for any number of events. Our **Event Hall** is ideal for wedding receptions, dinners, banquets, silent auctions, work events, meetings, surprise parties, etc. Our smaller **Conference/Meeting room** is ideal for birthday parties, family gatherings and organization/work meetings. The Community Center offers a convenient location within minutes to Fargo. A full commercial kitchen is available to rent alone or in conjunction with renting the Event Hall or meeting room.

## **MAXIMUM CAPACITY**

Event Hall: 350

Conference/Meeting Room 38

## **HOURS**

The Community Center is available 8:00 AM to 11:00 PM. Any exception to these hours must be approved in advance by the City Council.

## **ALCOHOL**

NO ALCOHOL may be brought into the Harwood Community Center unless it is provided by a licensed establishment, or otherwise authorized by the Harwood City Council. A separate waiver/permit is required for alcohol.

- A. Should you opt to have a "cash bar" at your event, it is the responsibility of the renter to contact a licensed establishment, procure all required paperwork and present to the City for approval. Also, if a bar is present at said event, a security officer must be hired and present at the expense of the renter. In addition, the consumption of alcohol by anyone under the age of 21 will not be tolerated and will be handled by the Sheriff's Department in a swift and serious manner.
- B. Private, closed, invitation only, family gatherings may serve alcoholic beverages, beer, wine, champagne with **City of Harwood Alcohol Waiver/Acceptance of Liability form** signed by responsible party renting the facility. No hard liquor is allowed.
- C. Alcohol is **not** allowed outside of the Community Center building. If evidence of alcohol is found on Community Center property or parking area, during or after your event, this will result in revocation of all security, damage deposits.

## **SECURITY GUARD/OFFICER(S)**

- A. For events that require security, the City will make arrangements for coverage. The renter is responsible for all costs in regard to acquiring adequate security.
- B. If alcohol is being allowed/served/consumed:
  - i. Over 100 attendees requires 1 security guard; the City will notify the Sheriff of the event
  - ii. Over 200 attendees requires 1 deputy, at the discretion of the Sheriff, and 1 security guard; or 2 security guards if the Sheriff determines not to provide security
  - iii. Over 300 attendees requires 2 deputies at the discretion of the Sheriff; or 3 security guards if the Sheriff does not provide security

The amount of the security deposit for any event (with alcohol) with over 100 attendees is doubled. In the event the Sheriff's office does not provide the security, a private security firm must be utilized. The renter is responsible for all costs and expenses related to providing security at the event.

Knowingly or negligently breaking this contract provision will result in automatic forfeiture of the full security deposit.

- C. If alcohol is not served/allowed:
  - i. No security is required if the event ends before 9:00 p.m.
  - ii. If the event extends past 9:00 p.m., and has over 150 attendees, 1 security guard is required

## **CATERING**

- A. Harwood Community Center does not offer catering nor is there a limitation on what food is brought into the building.

## **COMMERCIAL KITCHEN**

- A. Harwood Community Center offers a very spacious commercial size kitchen should you choose to prepare a meal for your event. The kitchen is equipped with a dishwasher, 2 stoves with ovens, lots of prep area and counter space. Along with multiple refrigerators and a freezer. The kitchen also has utensils for cooking or baking. There are multiple serving trays and bowls. There is also enough place ware to serve 300 guests, complete with silverware.

## **AUDIO & VISUAL EQUIPMENT**

- A. Harwood Community Center/Park Board has A/V equipment that is available to rent. ie speakers, microphones, projector & a DVD /CD player.

## **PARKING**

- A. When parking for your event, you may park to the West of the Community Center, in front of the building and into the field. You may also park along the South side of the building and around the East side (behind the building). At no time should guests park on Jet-Way Multiple Services Property for any reason(s).

## **GENERAL INFORMATION**

- A. 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 weeks prior to event.
- B. All applications, alcohol permits, and any “special use” requests are subject to review and approval by City Council. 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.
- C. 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**

- A. **Pre-Rental Application** - An application form indicating intent to rent the community center.
- B. **Alcohol Permit** – The renter shall choose a licensed liquor establishment. Once chosen, the City and liquor establishment will work together to acquire the needed permit. The City will contact you should there be any questions (30 days’ notice required)
- C. **Special Use Permit** – Required for live music, raffle, animals or special equipment, etc. Also, special organization arrangements must be approved by the City Council.
- D. **Alcohol Waiver/Acceptance of Liability** – Must be signed by responsible party renting the facility.
- E. **Rental Agreement Contract** - The renter must come to the Harwood City Office to fill out Rental Contract with the City Auditor, Deputy Auditor or Council Member. Half (1/2) of the total rental amount will be due at signing. The full amount of the damage deposit must be paid with the submission of the contract and will be deposited in the city account until after the event. The remainder of the rental fee must be paid **not less than 2 work days** prior to the requested date.

## **EQUIPMENT**

- A. Applicant is responsible for room setup and takedown. *(If clean-up is not completed immediately following the event, the renter has until noon the following day to complete the cleaning unless the Community Center is rented the following day.)*
- B. All tables should be returned to their original location.

- C. All chairs should be returned to their original location
- D. Under no circumstances shall chairs, tables, or other equipment belonging to the City of Harwood be removed from the facility. Sitting/walking/standing/dancing on tables is prohibited.
- E. 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.
- F. 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 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 Harwood City Council has voted that all parties must be done by 11:00 PM. Parties will be allowed to clean up after the event until 12:00 AM (midnight). City of Harwood noise ordinance, which, in part, restricts most noise after 12:00 AM (midnight), prohibits any loud noise that may disturb residents of the community.
- 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 & tobacco products.

## **GENERAL CONDITIONS OF USE**

- A. CLEAN UP – (***Immediately following event or by noon the following day***) All floors should be swept , 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 Works Superintendent. No staples, duct tape, nails, double sided tape or tacks are to be used in the Community Center without prior approval from Public Works Superintendent.
- C. Animals are not allowed inside the facility without prearranged agreement. (*Service animals are allowed.*)
- D. All exterior doors are to remain closed. Contact the Harwood City Office if temperature controls need to be adjusted. Heat & Central Air thermostats are locked and are 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.

# **RENTER'S RULES FOR CLEAN-UP**

## **Kitchen**

1. The kitchen must be cleaned out immediately after the event (or by noon the following day) and left in the same condition as when it was first rented. This includes the oven, stoves, steam tables, sinks, refrigerator, etc.
2. An inventory is taken on all utensils and equipment in the kitchen before and after each event. You are responsible for any missing equipment.
3. Make sure all appliances are shut off before you leave.
4. The kitchen doors and windows must be closed and locked after use.
5. All lights must be shut off.
6. Water from dishwasher must be drained and trays must be put away.
7. Garbage must be placed in the dumpsters outside (East side of building)
8. Sweep floor.
9. If you used cleaning cloths, please leave in kitchen sink.

## **Event Hall**

1. All decorations must be taken down & disposed of the night of the event or by noon the following day.
2. No throwing of rice, confetti or other small substances.
3. At NO time shall any equipment leave the Community Center.
4. Wipe down all tables used with soap and water. Make sure they are dried before putting them away. (stack on North wall)
5. Wipe down chairs (if applicable) with soap and water. Make sure they are dried before putting them away. (stack on South wall or on the folding chair racks)
6. Sweep Event Hall.
7. If there was a spill on the floor, clean with custodial supplies located in the Janitors Room. Please empty all buckets & return supplies to this room when finished.
8. Shut off all lights.
9. All doors & windows must be locked and secured.
10. The outside premises around the building must be checked and cleared of trash.

## **Bathrooms, Hallway & Front Entry Way**

1. Take out all trash and place in dumpsters.
2. Sweep floors.

Various groups utilize the Community Center during each week. Public Works will perform weekly and if necessary daily overall clean up 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. If there

are any damaged or dirty areas noted prior to and following your event, please call 701-281-0314 immediately and leave a detailed message.

***Any violation of these rules and regulations laid out in this document will subject the renter to forfeiting their damage/clean deposit(s). Approval for full or partial refund of deposits will be at the sole discretion of the Harwood City Council.***