

Harwood Community Center

Phone Number: 701-281-2684

Address: 210 FREEDLAND DRIVE



Contacts

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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.

Event Hall 350

Conference/Meeting Room 40

HOURS

The Community Center is available for rent from 7:00 AM to 11:00 PM.

PAYMENTS and DEPOSITS

Half (½) of the total deposit must be paid with the submission of the signed contract and will be deposited in the city account until after the event. The remainder of the deposit and rental fee must be paid in full within 30 days of the event.

Payment must be made by credit card or cash. The city accepts MasterCard, Visa, Discover.

Personal checks are not accepted.

CANCELLATIONS

The deposit amount will be refunded in full if an event is cancelled 60 days prior to the event date.

The deposit amount will be forfeited if an event is cancelled within 60 days of the event date.

ALCOHOL

NO ALCOHOL may be brought into the Harwood Community Center unless it is provided by a licensed Harwood liquor establishment or the City of Harwood Alcohol Waiver is signed.

- A. Should you opt to have a “cash bar” at your event, it is the responsibility of the renter to contact a Harwood licensed liquor establishment to set up a bar at the Community Center. The bar owner/manager is responsible to obtain the proper permit and present to the City Council 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 without a “cash bar” may serve alcoholic beverages, beer, wine, champagne with the **City of Harwood Alcohol Waiver/Acceptance of Liability form** signed by responsible party renting the facility. No hard liquor is allowed. The City will determine if security is required for private events where alcohol is present.
- 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 the 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. It is at the discretion of the Security firm/City as to the number of officers that need to be present. Security is charged at an hourly rate and must be paid prior to the event.

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 refrigerator 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 or in front of the building. You may also park along the South side of the building, around the East side (behind the building) and along both sides of Freedland Drive. At no time should guests park on Jet-Way Multiple Services Property for any reason(s). Vehicles parked on Jet-Way property may be towed at owner' expense.

GENERAL INFORMATION

- A. Any person at least 21 years of age, or any organized group may submit an application to reserve City facilities.
- 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. The pre-rental application will place your event on the calendar but does not guarantee that date until a rental agreement is signed and a deposit made. If another party requests the same date, you will be notified and have an opportunity to sign the rental agreement and make the appropriate deposit to lock in that date.
- B. **Alcohol Permit** – The renter must contact a Harwood 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.
- 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** - When the agreement is signed for the event, rules and regulations will be reviewed in detail. The remaining deposit and rental fees must be paid in full.

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 must be returned to their original location.
- C. All chairs must 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. In the event of a triggered circuit breaker, contact a Harwood City Employee from the emergency phone list posted in the kitchen.

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. All events 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 must be swept , tables wiped down prior to putting away, restrooms left tidy, outside of building inspected, and all garbage placed in appropriate outdoor containers. All utensils, serving trays, roasters etc. must be cleaned and put away in the appropriate cupboard. *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. No decorations are to be hung from the ceiling. Confetti and helium balloons are not allowed.
- C. Animals are not allowed inside the facility without prearranged agreement. (*Service animals are allowed.*) Under no circumstance are animals allowed in the kitchen.
- D. All exterior doors are to remain closed. Refer to the emergency contact list posted in the kitchen 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. When signing the rental agreement, please inform the City of any special needs.

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.

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 rooms prior to and immediately following your event. It is anticipated that the equipment and community center rooms 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).