CITY OF FORMAN RENTAL FEE SCHEDULE
*Effective January 1, 2016*

1. **REDUCED RATE GROUPS:** Churches, schools, and qualifying non-profit organizations (NDSU Extension, 4-H, etc.): the rental fee is $30.00 **per day**. This fee includes the use of the kitchen and conference room. If the party would like to set up tables & chairs or decorate the day before, there will be a **$10.00** charge. Preparing food the day before counts as another rental day. The responsible party must take down all decorations, clean off tables and chairs, sweep & mop floors and cleanup ALL garbage inside and outside of the building and place in the dumpsters provided.
2. **STANDARD RATE GROUPS:** All other organizations or private individuals: (examples but not limited to rummage sales, auction sales, open houses, benefits for non-residents, birthday parties, anniversary parties, showers, giftware parties, etc.) the rental fee is **$120.00** per day with the kitchen and **$70.00** without the kitchen plus **$75.00** deposit. If the party would like to set up tables & chairs or decorate the day before, there will be a **$25.00** charge. Preparing food the day before counts as another rental day. The responsible party must take down all decorations, clean off tables and chairs, sweep & mop floors and cleanup ALL garbage inside and outside of the building and place in the dumpsters provided.
3. **DANCES:** **$150.00** plus a **$150.00** deposit. Dances include the use of the hall, kitchen, conference room and ambulance bay. If the party would like to set up the day before, there will be a **$50.00** charge. Preparing food the day before counts as another rental day. The responsible party must take down all decorations, clean off tables and chairs, sweep & mop floors and cleanup ALL garbage inside and outside of the building and place in the dumpsters provided. The renter is responsible for finding and paying the wages for an Officer to police the dance. Any time alcohol is served there must be a deputy present and the alcohol off premise permit must be displayed.
4. **EXEMPT GROUPS:**  No charge for the following: blood drives; city related meetings including city council, park board and golf course; Forman Library, Forman Fire Department, Sargent County EMS, Sargent County Fair Board, Memorial Day and Veteran’s Day programs; community exercise classes (when auditorium is available) walking; benefits for a grave illness or home destruction of a city resident.
5. Kitchen only rental is **$50.00** per day with a **$75.00** deposit.
6. Conference room use rental is **$15.00** per day.

Set-up and clean-up charge will be **$15.00** per hour per city employee if needed. All fees are to be collected prior to the event. No city property of any kind shall be removed from the premises.

Deposits will be returned if everything is cleaned accordingly, if there is no damage and no city property is missing. If not, only a portion will be refunded depending on the amount of time spent cleaning, damage done or property missing.

**RENTAL AGREEMENT / INVOICE**

**FORMAN CITY HALL**

PO Box 122

349 Main St. S

Forman, ND 58032

701-724-3673

NAME OF ORGANIZATION:

TYPE OF GROUP: [ ] REDUCED [ ] STANDARD [ ] DANCE [ ] EXEMPT

AGENT OR REPRESENTATIVE:

EVENT DESCRIPTION:

ADDRESS: CITY, STATE, ZIP:

PHONE: E-MAIL:

|  |
| --- |
| DATE(S) REQUESTED:  |
| TIME: FROM:  | TO: |
| **FACILITY:** | **FEE:** |
| HALL ONLY …………………………………………………………………… | $ |
| HALL WITH KITCHEN ……………………………………………………. | $ |
| KITCHEN ONLY ……………………………………………………………… | $ |
| DANCE …………………………………………………………………………. | $ |
| CONFERENCE ROOM ……………………………………………………. | $ |
| PRIOR DAY SET-UP ……………………………………………………... | $ |
| **TOTAL RENT DUE:** | **$** | Check #  | Cash  |
| **DEPOSIT:** | **$** | Check # | Cash  |

It is hereby specifically understood and agreed by the undersigned that the undersigned of the organization represented by him/her shall assume any and all liability for personal injury to the applicant, other persons, and the City of Forman, which may occur during their period that the City Hall is rented to the applicant. Further, that the undersigned has fully read and agrees to the Terms and Conditions attached to this rental agreement. Sign below and initial each item on the Terms and Conditions page.

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Applicant Signature Date

**Forman City Hall Rental Terms and Conditions**

INITIAL

**Building Security:** If the rental period is outside of normal business hours, the renter shall be furnished an electronic code to secure entry to the building. This code shall not be shared with anyone else. The renter is responsible to keep the building locked when unoccupied and upon leaving the premises at the conclusion of the event. All lights shall be turned off. If heat or air conditioner was adjusted, it shall be returned to its original setting.

**Floor Plan and Emergency Exits:** Renter acknowledges receipt of the floor plan and emergency exits at Forman City Hall and assumes full responsibility for all guests should an evacuation be required.

**Damage:** The renter is responsible for all damage to the hall that arises from or is related to the rental of the hall, including, but not limited to, loss, damage or breakage which, might occur during the rental period to dishes, silverware, kitchen equipment, building or other property, which loss or damage shall be calculated at replacement cost to the City of Forman.

**Alcoholic Beverages.** Any time alcohol is served, it must be served through one of the local bars who shall obtain an off-premise permit at least five days prior to the rental period. Renter may not bring in any alcoholic beverages unless the event is private and closed to the public. No alcoholic beverages are to be consumed outside the hall. No alcohol is to be consumed by minors. No alcohol may be consumed after 1:00 AM.

**Capacity.** The maximum capacity for the hall is 250 persons. By initialing, renter certifies that there will be no more than 250 persons in attendance at the event.

**Smoking.** Smoking or E-cigarettes are not permitted anywhere within building. In accordance with State law, smoking will only be allowed in the designated smoking area outside of the building.

**Kitchen Facility:** If renting the kitchen facility, the renter has use of all appliances, dishes, silverware, pots and pans and utensils. The renter must furnish their own paper towels, napkins, condiments (except salt and pepper).

**Tape:** The ONLY tape allowed on floors or tables is blue painters tape. Use of any other type of tape will cause renter to lose their deposit.

**Hall Cleaning**: Renter is responsible for leaving the hall clean after you have used it. A list of supplies and duties is posted in the kitchen and the entrance to the hall. If you have hung anything from the ceiling, all strings, ties, wires, etc must be removed.

**Rental Fees.** Rental fees for use of the hall are due on or before the date of the event.

**Security/Cleaning Deposit.** A security/cleaning deposit of $75 shall be paid to secure the requested date of event and to ensure renter fulfills all terms and conditions. If all conditions are met and hall is clean, the security deposit will be refunded.



Hall Cleaning Check-Off

Please clean the hall and kitchen

*Cleaning supplies are in the boiler room—*

*louvered door next to the kitchen, under kitchen sinks
and under the sink in women’s restroom*

  Sweep the auditorium and kitchen floors

  Wipe up all spots on the floor or mop if entire floor is dirty

  All but three tables with chairs need to be put away
 unless notified otherwise

  Keep the back storage room neat and orderly

  Bag all garbage including restrooms and put it in the dumpster (left hand door at back of hall on the far side of the ambulance)

  Vacuum the hall rug and entrance carpeting

  Make sure all toilets are completely flushed!!

  Clean all coffee pots and dishes

  Wipe down counters and sinks

  Clean stoves, ovens and all surfaces

  Reline stove pans with foil if needed

  Leave all soiled linens in the sink

  Check all faucets to make sure none are dripping

  Turn out the lights—remember the restrooms

  Enter your code to lock the facility before you leave

**FORMAN CITY HALL FLOOR PLAN AND EMERGENCY EXITS**

