
GWINNER COMMUNITY CENTER RENTAL RULES

BEFORE EVENT

1. A key will be supplied that opens the front door. Key may be picked up the day of the event and returned following the event in the drop off box.
2. The GCC will be cleaned and ready to go. Any additional cleaning needed due to decorating or setting up will be the responsibility of the Lessor.
3. If event is open to the general public and alcohol is served be sure to check with the Sargent County Sheriff's Department to see if a police officer must be present and if a liquor license is needed.

DURING EVENT

1. All doors should be clear of objects. These are emergency exits.
2. There must be no candles or other open flames. An exception is made if a professional caterer uses Stenotype heaters for food dishes.
3. If roasters, coffee pots or any other hot pans are used they should NOT be placed on the plastic tables.
4. Kitchen supplies can be used, but needs to be cleaned up and place in the area that you found it.

FOLLOWING EVENT

1. Trash should be removed and deposited in the dumpster behind the kitchen. (North Side of the building)
2. Floors should be swept and the facility left reasonably clean.
3. Unless otherwise directed, tables should be folded up and place in the back room along the south wall. (street side)
4. Unless otherwise directed, chairs should be stacked on the chair rack and the extras on the back south wall behind the curtain box. Please do not slide stacks of chairs on the floor. This can damage the floor.
5. Heat/Air Conditioning should be put back to where it was. Around 65 degrees.
6. All doors should be locked.
7. All lights should be turned off.
8. Unless otherwise instructed, decorations by renters must be removed and clean-up completed after the event. Specific times will be determined at the time of the event.
9. Drop off the key at the drop off box on the west side of the Fire Hall.

There may be items stored in the community center from time to time and they are not to be moved or touched at any time. Those items are private property.

CONTACTS:

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Signed: _____