



# City of Bigfork City Hall Use Policy

**Rental Hour Limits:** 7:00 A.M. to 12:00 A.M.

Everything is to be cleaned up and anything the renter brings in is to be removed at the end of rental hours.

**Decorations:**

No glitter, confetti or natural trees will be allowed. No wall decorations will be allowed that will mar or otherwise damage the surface of the walls. Candles may be used only if they are in fire-safe containers.

**Smoking:** The Bigfork City Hall is a smoke-free facility in its entirety.

**Alcohol:** No alcohol will be allowed in the Bigfork City Hall.

**Dances:** For teen dances, 3 chaperones aged 25 and older must be provided. One of the three chaperones must be a parent or relative.

**Rates:** The following rates will apply:

Daily rentals of the City Hall will be allowed for personal use, celebrations, rummage sales, craft/bake sales, family gatherings, community education classes, and other events or occasions.

Daily rental will be \$50.00. If use of the kitchen is desired, an additional \$25 charge will apply.

Group rates will be determined on a case-by-case basis, taking into consideration the frequency of use, amount of time used per occasion, and the total costs of operating City Hall. The Planning Commission and City Council may allow use of the City Hall by groups for in-kind donations rather than a yearly charge. These in-kind donations may include things such as landscaping, maintenance, general city clean up, or others.

Current Group Rates:

Wilderness Wheelers	once a month for approximately two hours	\$75.00 yearly
VFW #1764	rental of lower level meeting room	in-kind donations
Artists League	unlimited use, dependent on scheduling	\$240.00 yearly

Any new groups wishing to begin using the Hall must meet with the Planning and Zoning Commission to determine a fair rate for time they will be using the Hall. The City Council will have the final decision for all group rates.

**Clean-Up:** Those renting the Hall will be responsible for general clean-up and cleaning of any unusual messes made during their use of the Hall. General clean-up shall include:

- Wiping down of all tables, counters, and other surfaces used
- Washing, drying, and putting away any dishes used
- Wiping down sinks, counters and toilets in any of the bathrooms used
- Returning all tables/chairs to their original positions
- Sweeping floors in any rooms used
- Bagging up garbage and leaving by the door (City will dispose of)
- Turning off all lights, closing all windows and locking the main door when leaving

**Deposits/Damages:** A \$50.00 cleaning deposit will be collected at the time of the rental agreement for day rentals. The Clerk will return the deposit upon inspection and approval of the condition of the Hall by the Public Works Superintendent or other authorized City representative. The deposit will not be returned if the Hall or kitchen has not been cleaned according to the above guidelines. The deposit will also not be returned if any damages have occurred during the use of the Hall or if any keys issued are not returned. (This deposit do not apply to regular group users of the Hall.) The renter agrees they will reimburse the City for any costs associated with damage that occurs during their use.

**Government & Non-profit Entities/Benefits/Fundraisers:** Government entities, including any groups the City of Bigfork claims membership in such as the Northern Itasca Joint Powers Board, the Highway 38 Leadership Board, the Bigfork River Board, and others, reserving the Hall for use for public meetings or elections will not be charged for use of the Hall. Persons or groups requesting use of the Hall for non-profit activities, benefits or fundraisers will not be charged for use of the Hall.

## City of Bigfork City Hall Rental Agreement

**Renter Information:**

Name	Address		
Phone	City	State	Zip

**Rental Information:**

Date(s) of Use:	Times of Use:
Purpose Hall will be used for (If purpose of Hall use is a teen dance, must list 3 chaperones over age 25):	
Areas of Hall that will be used (check all that apply):	
<input type="checkbox"/> Upstairs room & bathrooms <input type="checkbox"/> Downstairs room & bathrooms <input type="checkbox"/> Kitchen	

**For Office Use Only:**

# of days \_\_\_\_\_ x \$ \_\_\_\_\_ rate = \$ \_\_\_\_\_

Separate check is required for cleaning deposit: \_\_\_\_\_ \$50.00

Date Paid: \_\_\_\_\_ Key Given: yes \_\_\_\_\_ no \_\_\_\_\_

**Post-use Checklist**

Key Returned: yes \_\_\_\_\_ no \_\_\_\_\_      Hall Cleaned: yes \_\_\_\_\_ no \_\_\_\_\_

Kitchen Cleaned: yes \_\_\_\_\_ no \_\_\_\_\_      Damages: yes \_\_\_\_\_ no \_\_\_\_\_

Explanation if not cleaned or if there were damages: \_\_\_\_\_

It is understood and agreed that the renter and/or chaperones assume full responsibility for any damages to the building and furnishings during the hours of rental. The City of Bigfork is not responsible for accidents.

\_\_\_\_\_  
Signature(s) of renter(s)/chaperone(s)