

Jon L. Wanzek Center for Scouting
4200 19th Ave S, Fargo, ND 58103
Room Rental Agreement

Name of Group _____ # People _____

Contact _____ Phone: _____

Mailing Address _____

City, State, Zip _____

Email _____

This is when you will be able to enter the building.

This is when you will be leaving the building.

Date Requested _____ Arrival Time _____ Departure Time _____

Allow for setup and cleanup when selecting times.

Check only one:

- Ellig A & B
Ellig A & B with Serving Kitchen
Ellig A (divided) with Serving Kitchen
Ellig B (divided)
Scheels Conference Room

Check only one:

- Ellig A Projector
Ellig B Projector
Both Projectors A & B
No projector

If using a projector, check one:

- HDMI Connection
Wireless Connection

Special Requests:

Empty box for special requests.

Check any needed:

- Microphone (handheld)
Microphone (clip)
Easel & Pad
Coffee Pots/Thermal Pots
Water Pitchers

Table with room rates for Ellig Room and Scheels Room, including columns for room type, duration, and price.

Total Amount Due: [Red box]

Rates are calculated based on arrival and departure times.

A \$40 deposit is required in advance to reserve any room. A cancellation due to weather and the Center for Scouting remains open, the deposit is non-refundable, but is transferable provided the re-scheduled date is confirmed on the date of cancellation.

Signature line for Representative

Representative Signature & Date

Signature line for Agreement

I agree to the Usage Agreement on the next page

For Office Use:

Added to Calendar _____ FOB picked up _____ FOB Returned _____
Deposit Received \$ _____ Room checked _____ Room Damage _____
Remaining Due \$ _____ To Business Mgr. _____ Total Paid \$ _____

Center for Scouting Usage Agreement & Checklist

- A rental deposit must be received for each and all non-Scouting reservations at the Wanzek Center for Scouting. Currently the deposit is \$40.00 per reservation date.
- Parking is limited. Please inform your guests that there is NO PARKING in EMPLOYEE parking during normal business hours. Do NOT Park in 30 Minute Parking or along the driveway entrance. Violators will be towed.
- Smoking is prohibited by state and city laws within 20 feet of entrances and indoors.
- NO red or purple drinks and NO alcohol are allowed in the Center for Scouting.
- Do not prop or hold the electric accessible front door to stay open. This impacts the electronics & hydraulics. We don't want to charge your group the \$1,500+ it will cost to repair.
- Thursday evenings are often booked for Scouting events, all items on check list finished and rooms vacated before 5:00 pm.
- A cancelation by Renter due to weather and the Center for Scouting remains open, the deposit is non-refundable, but is transferable provided the re-scheduled date is confirmed on the date of cancelation.

LEAVE NO TRACE

Thank you for using the Wanzek Center for Scouting for your group. For us to keep our costs low and be able to offer this facility at a minimal charge, we ask that you complete the following check list so we can continue to offer usage of our facility to outside groups. Please check these items off as they are completed and **leave this form on the counter when you are finished.**

- _____ Turn the projectors and microphones **OFF** when you are done using them and leave the remote, cords, and microphones in the podium.
- _____ Round tables and chairs reset (6 chairs per round table) as the diagram indicates. (All chairs pushed in) **Diagram is on the back of this page.**
- _____ When food or drinks are served, all tables must be wiped off. (Towels located in drawers left of sink)
- _____ Vacuum the carpet as needed around the room. (Vacuum located in the kitchen)
- _____ Garbage to be emptied and disposed of in the dumpster on the south side of the building behind the fence and new bags put in the garbage cans. (Extra bags located in drawer under the phone)
- _____ Kitchen is cleaned, floor swept and mopped, all counters wiped off, and any used kitchen equipment is placed in the dishwasher to be washed by Council personnel. (Broom & mop/bucket located in kitchen, soap under sink)
- _____ Wipe off counters, tables, armrests, doorknobs, and handles with soapy water. Include both bathroom doors. (Supplies are located under kitchen sink, and in drawer left of the sink.)
- _____ Any food left behind for Council personnel is **dated** and placed in refrigerator if perishable.
- _____ Make sure the main doors are **locked**. Keys left in the **Black Drop Box** outside to the right of the Main Door when you leave the building after hours.

KD-BYOD4K Wi-Fi password is Scout123
GUEST Wi-Fi password is Scout123

If you have any problems after normal business hours, please **text**

To wirelessly connect a PC or MAC to the projector & audio system:

- Use the KD-BYOD4K wi-fi network
- Turn on projector
- Follow the directions on screen

Group Name or Representative _____ Date _____