

**Jon L. Wanzek Center for Scouting      Northern Lights Council of the BSA****4200 19<sup>th</sup> Ave S, Fargo, ND 58103****Room Rental Agreement**

Name of Group: \_\_\_\_\_ # People \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_

Date Requested _____	Arrival Time _____ <small>Include Set-up</small>	Departure Time _____ <small>Include Clean-up</small>
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Rate is calculated based on arrival & departure time. Allow for setup & cleanup when selecting time.

**Check only one:**

- ☐ Ellig Room (seats 90)
- ☐ Ellig Room with Serving Kitchen
- ☐ Scheels Conference Room (seats 12)

**Check only one:**

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

**Check any needed:**

- ☐ Microphone (handheld)
- ☐ Microphone (clip)

**Projector, check one:**

- ☐ HDMI Connection
- ☐ Wireless Connection

**Special Requests:**

**A \$50.00 Refundable Cleaning/  
Damage Deposit is required 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.

<b>Deposit</b>	<b>\$50.00</b>
<b>Ellig Room</b>	
1-2 hours	\$100.00
3-4 hours	\$200.00
4 + hours	\$300.00
<b>Scheels Room</b>	
1-2 hours	\$40.00
3-4 hours	\$60.00
4 + hours	\$80.00

**Pack/Troop Meetings**Flat Rate      \$20.00☐

Check Here - Agree to comply to Page 2 Usage Agreement &amp; Checklist

Representative Signature &amp; Date

Total Amount Due:

**For Office Use:**

Added to Calendar _____	FOB picked up _____	FOB Returned _____
Deposit Received \$ _____	Room checked _____	Room Damage _____

## Center for Scouting Usage Agreement & Cleanup Checklist

- A refundable cleaning/damage deposit must be received for each reservation at the Wanzek Center for Scouting. Currently the deposit is \$50.00 per reservation date.
- 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.
- Parking is limited. Please inform your guests that there is NO PARKING in EMPLOYEE parking during normal business hours. Do NOT Park in the 30-Minute Parking or along the driveway entrance. Violators will be towed.
- Smoking/Vaping is prohibited by state and city laws within 20 feet of entrances and indoors.
- NO red or purple drinks in the Center for Scouting and NO alcohol is allowed on any BSA property.
- Do not prop or hold the electric accessible front door to stay open. This impacts the electronics & hydraulics.
- No items may be attached to floors, walls, or ceiling in any area.

### 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, sign & date at the bottom.

- \_\_\_\_\_ 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.** Also located behind the door to the Ellig kitchen.
- \_\_\_\_\_ When food or drinks are served, all tables must be wiped off. (Towels located in drawer left of sink)
- \_\_\_\_\_ Vacuum the carpet as needed around the room & lobby. (Vacuums 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)
- \_\_\_\_\_ The kitchen is cleaned, the 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, with soapy water. (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 exterior doors are ***locked***. Please leave the fob & this completed Check List 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 Darrell at 701-318-1567**

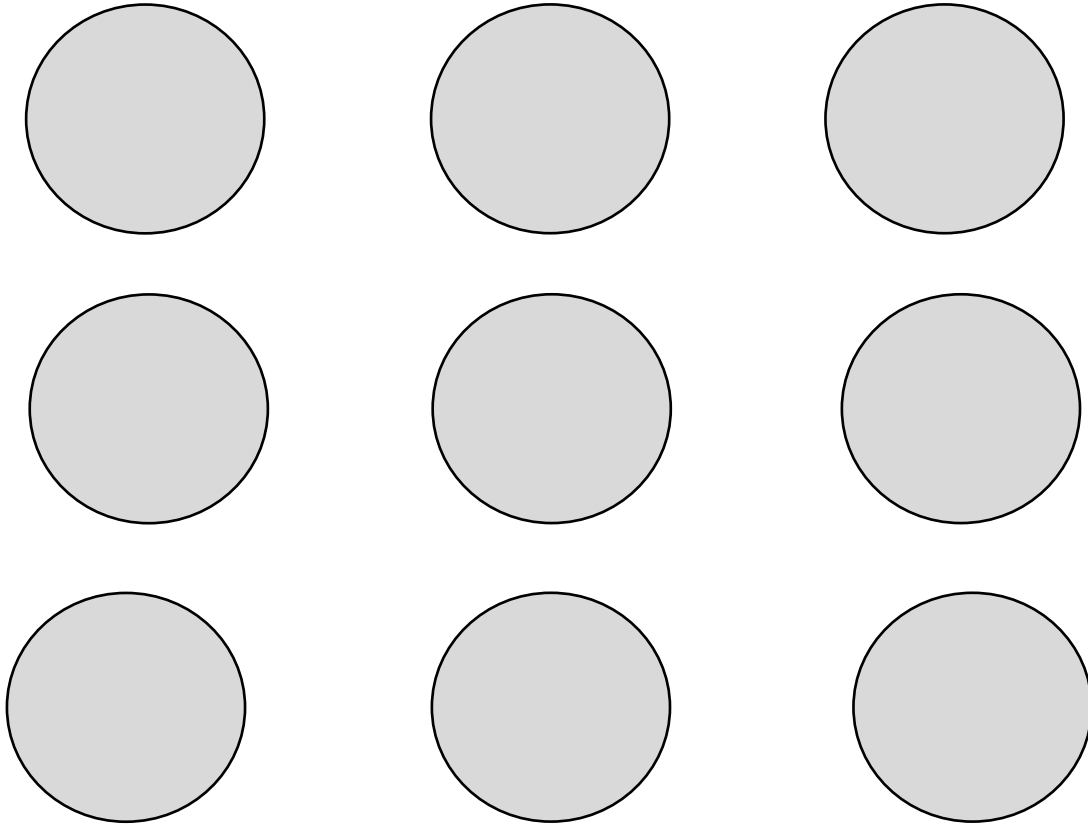
To wirelessly connect a PC or MAC to the projector & audio system:

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

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Group Name or Representative \_\_\_\_\_ Date \_\_\_\_\_

Kitchen Serving Counter



**15 Tables with Six Chairs pushed in around each table = Seating Capacity 90**

