

The **Jon L. Wanzek Center for Scouting, Northern Lights Council** offers meeting spaces to organizations and groups which serve the needs and interests of the community and whose purpose are consistent with the values and policies of the Boy Scouts of America.

**Eligibility:**

- Scout meetings and scheduled Scouting activities shall have priority in the use of the facilities.
- Activities and programs are limited to the spaces assigned.
- All youth activities shall have adequate supervision; minimum of two adults over the age of 21 always.
- The conduct of all the people attending is expected to be respectful and reflective of the Scout Law.
- Alcoholic beverages, tobacco, & illegal substances are prohibited in the buildings or on the grounds.
- Parking is limited. During business hours, Do NOT Park in 30-minute Parking, Employee Parking or along the driveway entrance. Violators will be towed.
- *The organization or person listed shall accept responsibility for any damage to the facility and/or contents will be billed for any such damages. Determination of the amount of damage shall be within the sole authority of the Northern Lights Council and the said organization or person agrees to promptly pay all reasonable damage claims when presented.*
- *The organization or person named above shall indemnify, hold free and harmless, assume liability for, and defend the Northern Lights Council from and against any and all loss, damages, claims, suite or actions at law, judgements and costs, including attorney fees, which may arise out of any injury or death of persons or damages to property, caused by, arising from or in any manner connected with the use or occupancy of the leased premises, whether sustained by the above named or the Northern Lights Council, their respective agents or employees, or by any third person or corporation which seek to hold the Northern Lights Council liable.*

**Reservations:**

- A rental agreement for use of facilities form and deposit must be completed by all groups and submitted to the Northern Lights Council to be entered into the Rental Calendar.
- A representative of the group must meet with council staff when the reservation is made to review conditions of the Northern Lights Council and the expectations of the event.
- No items may be attached to floors, walls, or ceiling in any area.
- Due to fire hazards, all open flames are prohibited in the 3 Season Porch & Tower (table candles, etc.)
- If cancellation by your group is necessary, 25% of the deposit will be retained with the remainder refunded.
- A cancelation by the Renter due to weather, and Center for Scouting, Northern Lights Council remains open, deposit is non-refundable, but is transferable provided the re-scheduled date is confirmed on the date of cancelation.

Thank you for using the Jon L. Wanzek Center for Scouting campus for your event.

To offer this facility at a minimal charge, we ask that you complete the Cleanup Checklist so we can continue to offer usage of our facility to non-scouting events.

**LEAVE NO TRACE**

Leave the key in the **Black BSA Drop Box** located outside next to the front door.

**Jon L. Wanzek Center for Scouting**  
**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 \_\_\_\_\_ Departure Time \_\_\_\_\_  
Include Set-up Include Clean-up

**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.

☐ For Scout units only:  
Please charge our unit account.

**Rate is calculated based on arrival & departure time.  
Allow for setup & cleanup when selecting time.**

**Ellig Room**

Deposit	\$50.00
<input type="checkbox"/> 1-2 hours	\$100.00
<input type="checkbox"/> 2-3 hours	\$150.00
<input type="checkbox"/> 3-4 hours	\$200.00
<input type="checkbox"/> 4 + hours	\$300.00

**Scheels Room**

<input type="checkbox"/> 1-2 hours	\$40.00
<input type="checkbox"/> 2-3 hours	\$50.00
<input type="checkbox"/> 3-4 hours	\$60.00
<input type="checkbox"/> 4 + hours	\$80.00

**Pack/Troop Meetings**

- ☐ Flat Rate \$25.00

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

Representative Signature & 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**

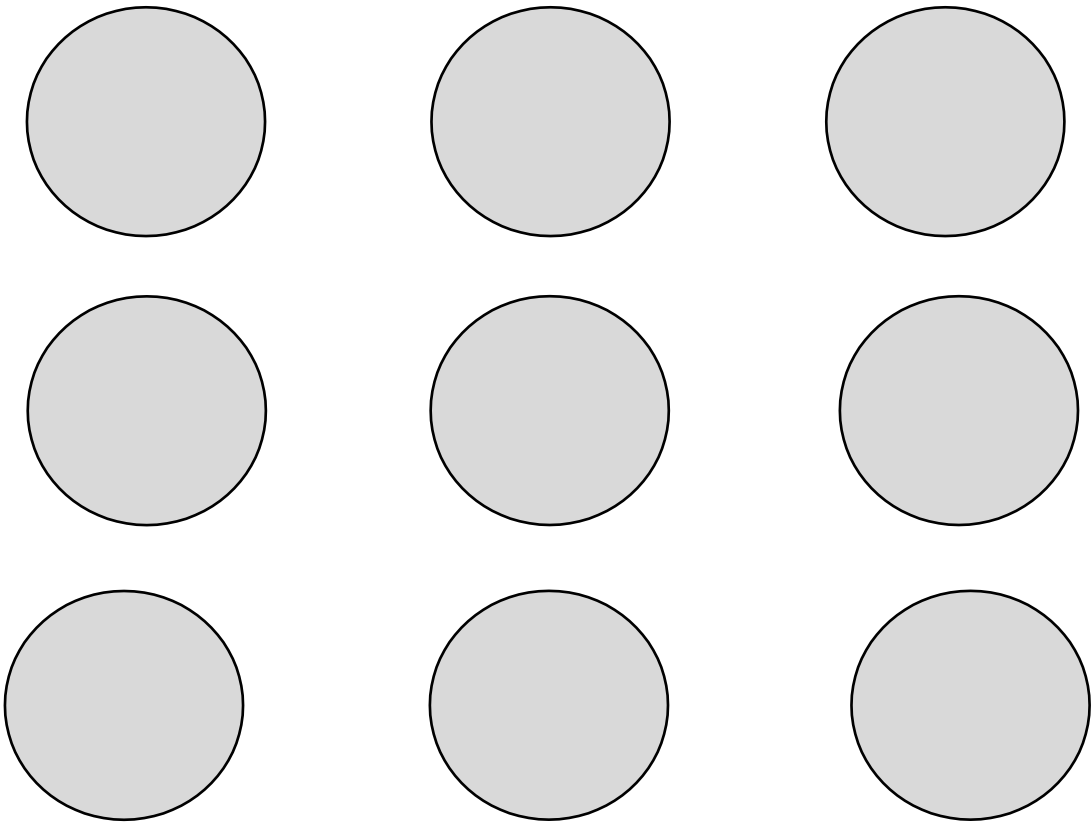
To wirelessly connect a PC or MAC to the projector & audio system:

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

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

Date \_\_\_\_\_

Kitchen Serving Counter



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

