

# NORTHLAND COMMUNITY CENTER (NCC) USER AGREEMENT

To reserve dates for use of the NCC, please contact the following reservationist:



**Ryan W. Brennan, Town Clerk**

Email: [townclerk@townofblaine.com](mailto:townclerk@townofblaine.com)

Text/Phone: (715) 718-6213

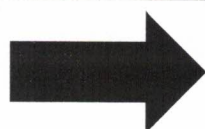


- Any and all organizations and groups must abide by the guidelines, procedures, and protocols outlined within the NCC User Agreement and the NCC Reservation Details & Liability Statement.
- All events held for **private organizations or groups** (i.e. company parties, family celebrations, funerals, etc.) are required to pay a nominal user fee per day reserved *and* submit a cleaning deposit for each event.
- All events held for **non-profit organizations** (i.e. churches, 4-H, 501(c)(3) organizations, etc.) are exempt from the user fee, but they must still submit a cleaning deposit.

## TYPE OF EVENT:

NON-ALCOHOLIC:

ALCOHOL SERVED:\*\*



## USER FEE:

\$75/DAY

\$100/DAY



## CLEANING DEPOSIT:\*

\$100/EVENT\*

\$200/EVENT\*

\*The cleaning deposit will be returned if the NCC is sufficiently cleaned according to the cleaning procedures listed below within 48 hours after the event and there are no damages to the property or its contents.

\*\*Alcohol can only be served at events reserved by private organizations and groups. A serving station must also be set up from which all alcohol will be served and is required to be attended at all times by someone at least 21 years old.

## CLEANING PROCEDURES



- Empty all trash containers and take all trash with you.
- Sweep the floors in all rooms used, including the restrooms.
- Vacuum all rugs and carpets.
- Clean and mop-up all spills.
- Wipe clean all tables used and put them back where they were found.
- Wash, dry, and put away all dishes and utensils used.
- Clean stoves and refrigerators, and wipe down counters in kitchen if used.
- If the outdoor area was used, pick up all toys, trash, etc.
- If the thermostat was changed, return it to 55 degrees.
- Turn off all lights, close and lock all doors, and return the key.



- Please reference photos of room layouts located in the kitchen, hallway, or conference room for guidance.

## ADDITIONAL REQUIREMENTS

- ABSOLUTELY NO SMOKING IS ALLOWED ANYWHERE IN THE BUILDING AT ANYTIME!!!**
- Groups are strictly prohibited from accessing any administrative offices or record storage on the premises.
- For any groups of 75+, their respective user must provide 1 portable, functioning, and accessible toilet for the duration of the event and remove it from the property afterwards.