



Northland Health Centers (NHC) Community Room Use of Facilities Request Form

Date of Application _____ Person requesting application _____

Date Needed _____ Start time _____ End Time _____

Intended use of the Community Room _____ Approximate guests _____

Do you need to use the kitchen facilities? _____ Do you need to use the TV? _____

Will you be cleaning the room after the event? _____
or \$50 cleaning fee _____ (large events)

FEES:

All non-profit organizations, school organizations, civic organizations will be able to use the facility at no cost. However, the cleaning fee remains unless the organization is willing to clean themselves.

Private groups and Business groups will be charged a fee of \$50.

NHC patients will have priority on dates as well as a discounted fee of \$25.00

Fees must be paid before prior to the start of the event.

INDEMNIFICATION AGREEMENT:

The/I _____ agree to defend, indemnify and hold harmless NHC from any claim, demand, law suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from NHC by reason of damage to property, personal injury or bodily injury, including death sustained by any person whomsoever and which damage, injury, or death arises out of or is incident to any or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is cause in whole or part by the negligence of NHC, by third parties, by the agents, employees, or factor of any of them.

OTHER CONDITIONS:

- All posted rules must be followed.
- No tobacco, alcohol, or drugs on NHC premises.
- Key card will be picked up during business hours for entrance to the building.

I/WE further agree to reimburse NHC for the cost of repairing any damage incurred to the premises while utilized by the undersigned, or to the replacement of same value to the loss of equipment from said premises resulting from the use of the undersigned.

Signature _____ **Date** _____

Phone Number _____

Email Address _____

NHC Use Only:

Approval of CEO _____ Date _____

Calendar _____ Key Card _____ Rules Statement _____ Fee's Paid _____



Community Room Rules

CommunityRoomRentals@northlandchc.org | 701-448-9225

- No tobacco, alcohol, or drugs on NHC property. This includes parking lots and surrounding areas.
- Nothing attached to walls or windows, no tape, nails, etc.
- Don't drag furniture across the floor.
- All garbage's must be emptied at close of event. (Dumpster is located in parking lot)
- Refrigerator must be empty and clean.
- If using NHC items, they must be cleaned and replaced where you found them.
- Do not leave any items that you brought in.
- Do not remove any items that are the property of NHC
- Card Swiper must be left on the premises at close of event.
- Do not use/touch TV unless you have permission before event begins.
- WiFi password must be requested prior to the event.
- Cleaning:
 - Dishes done and put away
 - Counters and sink wiped down
 - Garbage removed (dumpster is located in parking lot)
 - Floors swept
 - Please leave mop, dishrags, and other rags in the utility closet.
- If something is not working correctly, please report it immediately.
- The Community Room has security cameras and is monitored.

- Any issues outside of business hours, please call:
 - Brenden at 701-202-4466
 - Jewel at 701-340-9208
 - Rachel at 701-315-0472