

**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 \_\_\_\_\_ This is when you will be able to enter the building. Departure Time \_\_\_\_\_ This is when you will be leaving the building.  
**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 Room

Special Requests:

**Check only one:**

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

**Check any needed:**

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

**If using projector, check one:**

- HDMI Connection
- Wireless Connection

Ellig Room	A/B
1-2 hours	\$ 90/45
2.5-4 hours	\$ 140/70
4.5+ hours	\$ 190/95
<b>Scheels Room</b>	
1-2 hours	\$ 40
2.5-4 hours	\$ 60
4.5+ hours	\$ 80
<b>Rates are calculated based on arrival and departure times.</b>	

**A \$40 deposit is required in advance to reserve any room. Without the deposit, we may rent out the room to another group.**

Representative

Signature & Date

I agree to the Usage agreement

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**

Thank you for using our Center for Scouting for your group today. 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 front counter when you are finished.**

- Please instruct your guests that there is NO PARKING in employee parking areas before 5 pm.
- Smoking is prohibited by law within 20 feet of entrances and indoors.
- NO alcohol & NO red or purple drinks are allowed in the Center for Scouting.
- Do not prop the front door open in winter months. This causes the hydraulic fluid to freeze and crack the gaskets. We don't want to have to charge you the \$800+ it costs to fix.

\_\_\_\_\_ Sterilize counters, tables, doorknobs, and handles with bleach water and towels as well as the bathroom doors. (Provided and located on kitchen counter)

\_\_\_\_\_ 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.**

\_\_\_\_\_ If food or drinks were 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).

\_\_\_\_\_ Turn the projectors and microphones **OFF** when you are done using them and leave the remote, cords, and microphones in the podium.

\_\_\_\_\_ The kitchen is cleaned up, floor is swept and mopped, all counters are wiped off, and any used kitchen equipment is placed in the dishwasher to be washed by Boy Scout personnel. (Broom & mop/bucket located in kitchen, soap under sink)

\_\_\_\_\_ Any food left behind for Boy Scout personnel is placed in refrigerator and dated.

\_\_\_\_\_ Make sure the main doors are **locked** behind you when you leave the building after hours.

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

**GUEST** Wi-Fi password is Scout123

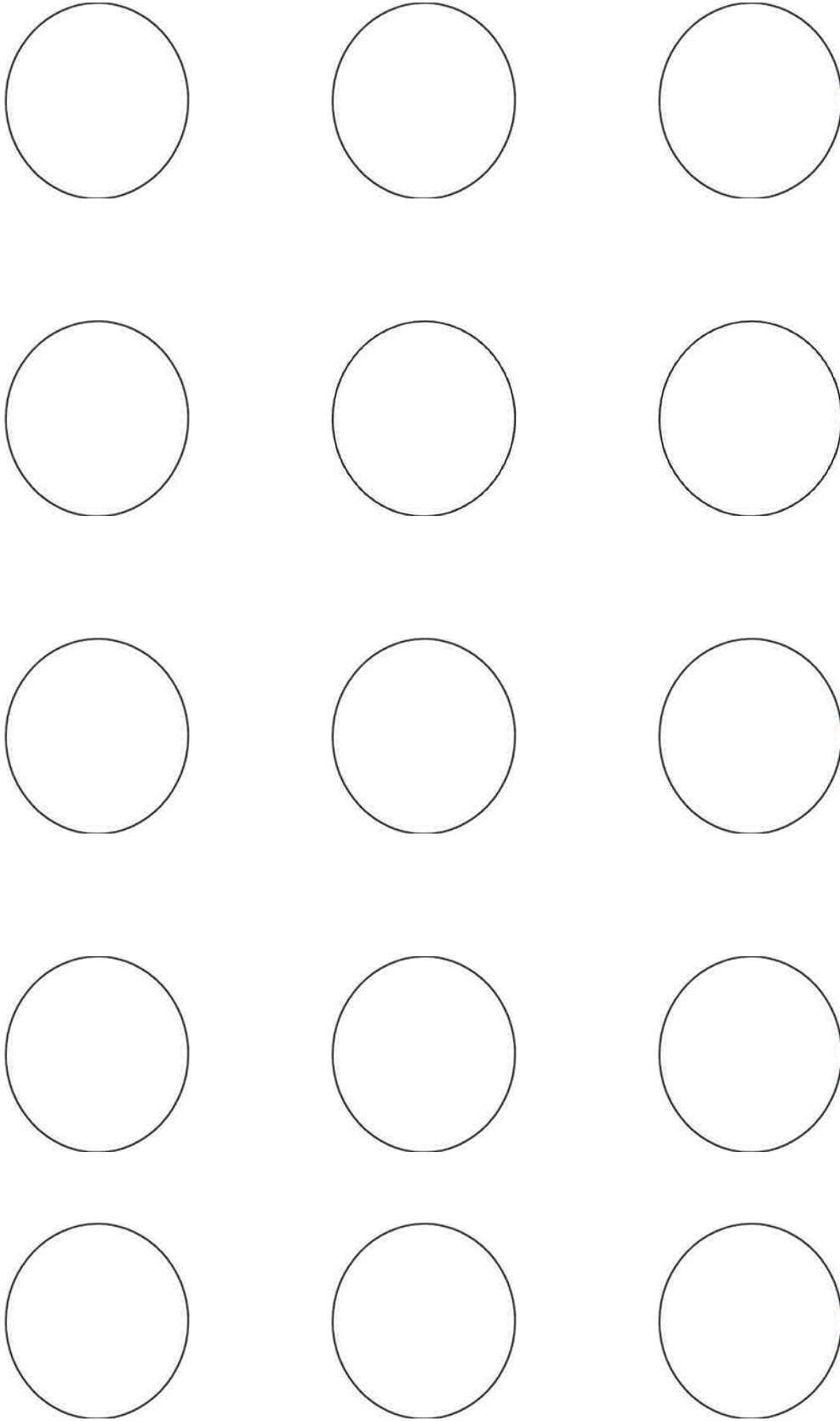
If you have any problems after normal business hours, please **text Darin Steindl at (218) 979-4653.**

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 \_\_\_\_\_

Serving Kitchen counter



**There are 6 chairs per table x 15 tables = 90 total seating capacity**