

Jon L. Wanzek Center for Scouting
4200 19th Ave S
Fargo, ND 58103

Phone (701) 293-5011
fargo@nlcbsa.org

Sustainability Treehouse (Tower) and Three Season Building Rental Request

(Please sign and return one copy to the Center for Scouting)

Organization: _____

Contact: _____

Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

Date Requested: _____ Arrival Time: _____ Departure Time: _____

Number of People expected: _____

State the general purpose of meeting and brief description of program:

Sustainability Treehouse (Tower)

	1-2 hours	2-4 hours	4+ hours
1-35 People	\$ 50	\$100	\$150

Three Seasons Building

1-35 People	\$ 50	\$100	\$150
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Signed _____ Date _____

Email form to: fargo@nlcbsa.org

Office Use:

Key Issued _____

Key Returned _____

Total Remitted: \$ _____

Usage Agreement

The Northern Lights Council offers meeting space 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

- Regularly scheduled Scout meetings and activities shall have priority in the use of the facilities.
- Activities and programs are limited to the spaces assigned.
- A request for use form must be completed by all outside organizations requesting use.
- A certificate of insurance must be provided by all outside groups for the purpose of covering liability and property damage or accidents that might occur. The Northern Lights Council, BSA must be named as certificate holder and additional insured. This certificate must be in the Office Manager's possession prior to event. The user assumes liability for injuries and personal property of all persons attending the event, as well as damage or loss of Scout property.

Reservations

- 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.
- A request for use of facilities form must be completed by all groups and submitted to the office manager accompanied with the reservation fee at least 2 weeks prior to the date of use.
- Payment in full is due at least 5 business days prior to the scheduled event. If payment is not received, the event may be cancelled by the Northern Lights Council.
- If cancellation by your group is necessary, 25% of the rental fee payment will be retained with the remainder refunded.

Facility Use

- The conduct of all persons attending is expected to be respectful and reflective of the Scout Law.
- **Alcoholic beverages, illegal substances and smoking are not allowed in the building or on the grounds.**
- Restroom facilities are only available during regular business hours (found on the council website). The renting organization is responsible for rental of porta-potties if restrooms are needed outside of regular business hours.
- Use of the Sustainability Treehouse requires at least one, preferably two, adult supervisors. One at the bottom of the steps monitoring those going up the steps and one in the cab of the tower. Organized tours only require one supervisor who is leading the tour.
- The organization or person listed is responsible for their own set-up and clean up.
- Dining or serving of food is restricted to the 3 Season Training Room. **All outside groups and caterers are responsible for removal of all event refuse from the premises, not to use the Scout dumpster.**
- No items may be attached to floors, walls, or ceiling in any area.
- Due to fire hazards, all open flames are prohibited (table candles, etc.)
- 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 such damage shall be within the sole jurisdiction of the Northern Lights Council and the said organization or person agrees to promptly pay all reasonable damage claims when presented.
- The user assumes liability for injuries and personal property of all persons attending the event, as well as damage or loss of Scout property.
- Payment is due 5 calendar days prior to the scheduled event. If payment is not received, the Northern Lights Council reserves the right to cancel the event.
- 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.
- All youth activities shall have adequate supervision; minimum of two adults over the age of 21 at all times.
- The Sustainability Treehouse and 3 Season Training Room are available 8:00 AM – 10:00 PM. All activity must conclude by 10:00 PM.
- **When finished leave the key and attached checklist in the BSA drop box (outside, next to the front door of the Center for Scouting).**

Room Checklist

Organization: _____ Date: _____

Thank you for using the Jon L. Wanzek Center for Scouting campus for your event. To keep our costs low and be able to offer this facility at a minimal charge, we are asking that you complete the following checklist so we can continue to offer usage of our facility.

Please check these items off as they are completed and leave this form on the conference table when finished.

_____ Group using the facility is responsible for their own set-up and clean up.

_____ If any food or drinks were served, tables need to be wiped off.

_____ All garbage is removed from the premises – not to use the Scout dumpster. Replace garbage bags.

_____ Make sure **ALL** lights are turned off

_____ Make sure that the doors are locked to all buildings.

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

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