

A. Paul & Carol Schaap Community Center– Mid Gunflint Trail Seagull Lake Community Center-Upper Gunflint Trail

General Community Center Guidelines

1. A designated GTVFD person will be in charge of this space, not necessarily the hall lieutenant. That person will make sure room supplied and clean before and after each use.
2. The Community Centers are available for use by Gunflint Trail residents, organizations associated with the Gunflint Trail, and for community activities that "benefit the Gunflint Trail community". The Centers are not to be in competition with for-profit venues on the Trail. All room requests considered on a case-by-case basis.
3. The Community Centers are available free-of-charge but charges may be assessed if the community center not left in good condition, as outlined below.
4. In an effort to maintain and improve the Community Centers, the Gunflint Trail Volunteer Fire Department accepts and appreciates donations.

Community Use: Policy and Guidelines

1. Party responsible for reservation will be responsible for set up and cleanup of the area. Cleanup involves vacuuming, mopping bathroom floors, wiping down of tables, cleaning of kitchen and bathroom as needed and removing all event garbage/recycling off the premises.
2. No tacks or tape on walls.
3. No tobacco use inside the building.
4. No responsibility taken by the Gunflint Trail Fire Department for any damages or illness incurred from the use of these facilities.

Room Reservation Procedures:

1. Contact Barb Tuttle (218)388-4449, Andy McDonnell (218)388-2221, Jim Morrison (218)388-0506 or Barb Bottger (218)388-0868. Reservations listed on the fire department calendar and the public website.
2. **Fire department use preempts any usage of the Center. In the event of an emergency and the center is needed by the fire department, an existing reservation can be canceled.**
3. If alcohol is served or consumed, you **MUST** complete & submit liquor liability waiver before use of premises.

Alcohol Policy & Waiver:

Waiver Below

Equipment Usage Policy:

1. Community Center equipment, including tables and chairs, may not be used outside of the Center.
2. All equipment, including kitchen equipment must be cleaned and returned to the designated storage area in accordance with the usage checklist.
3. Please return tables and chairs to the location where you found them.

Building Policy:

1. Designated person in charge of space will turn on heat (if appropriate) before usage. Heat adjusted via heat control unit on the wall next to the bathroom. **DO NOT TOUCH THERMOSTAT IN MECHANICAL ROOM.**
2. Close all windows and turn off heat, lights, fans, coffeepots, etc. when you leave.
3. Key pad instructions given when you reserve the room. The person responsible for the reservation is also the person responsible for locking the facility when done.
4. Phone use for local calls only. Do not make long distance calls.
5. Shower facilities are for fire department personnel only.

Kitchen Policy:

1. All food will be handled in accordance with local sanitation codes.
2. Please read the equipment manuals left in the kitchen and follow directions for using any equipment. The GTVFD will supply coffeepots and cleaning supplies.
3. Disposable items in cabinets (napkins, paper plates, condiments, etc.) are owned by the Gunflint Trail Volunteer Fire Dept. Please bring your own disposable items.
4. Absolutely no food or containers are to be left in the building.
5. Dishware in community center should be washed prior to use.
6. No food or food residue left on counters, stovetop, oven, sink or floor.
7. Please wash all surface counter areas and spray with bleach solution provided.
8. Please clean stovetop and oven if your food spills. Do not leave it for someone else to clean.
9. Please use the vacuum and /or mop and pail in the mechanical room as needed to clean the floors.
10. Empty coffee filters and turn off and unplug coffeemakers after use.
11. Any garbage/recycling must be removed by person/persons using the Center.
12. Make sure, when you are finished, the Community Center is in as good (or better) condition than you found it.
13. The GTVFD reserves the right to charge you if we have to clean up after your event.

Checklist for Schaap Community Center Use

When your event is over, please review this checklist, sign, and place in box on the counter. Thank you.

- ___ Kitchen Policies list has been reviewed and double-checked.
- ___ Coffee pot(s) are empty, clean, off, and unplugged.
- ___ Garbage and recycling have been removed from premises.
- ___ All surfaces, floors, counter-tops are clean.
- ___ Heat (thermostat by bathrooms and in the bathrooms, if used) is turned off.
- ___ Check all faucets and toilets to make sure they are not running.
- ___ Lights and fans are off.
- ___ Doors are locked.

Signed: _____

Date: _____

Print name: _____

Alcohol Liability Release – Please read carefully before signing

I acknowledge I am voluntarily using the Gunflint Trail Volunteer Fire Department Community Center and that the Fire Department is only supplying the premises. I assume all risk of injury, death or loss of any kind to personal property resulting from serving alcohol. I hereby release and forever discharge the Gunflint Trail Volunteer Fire Department and its members from all claims, liabilities, damages or loss of any kind resulting or caused by the negligence, strict liability or other fault, actions, inactions or conduct of the released parties. I agree alcohol will not be served to any person under 21 years of age; the legal drinking age of Minnesota statute. I understand that selling of any alcohol is strictly prohibited on the premises of the Gunflint Trail Volunteer Fire Department properties.

I HAVE READ THE ALCOHOL LIABILITY RELEASE AND CLEARLY UNDERSTAND ALL OF ITS TERMS AND CONDITIONS AND ACCEPT THE TERMS LISTED ABOVE. THIS WAIVER REPLACES ANY PREVIOUS RELEASES.

I (the undersigned) HAVE BEEN GIVEN THE AUTHORITY TO SIGN THIS WAIVER ON BEHALF OF SAID ASSOCIATION /GROUP/ INDIVIDUAL BELOW AND UNDERSTAND THAT BY SIGNING IT I HAVE GIVEN UP SUBSTANTIAL RIGHTS. I SIGN THIS AGREEMENT VOLUNTARILY.

Individual Name (Print): _____

Individual Signature: _____ Date _____

Association Name (Print): _____

Board Member Print Name _____ Date _____

Board Member Signature _____ Title _____

Date/s of Event: (MTh/day/yr.): _____

Contact Info: Phone: _____

Email: _____

The following documents need to be included:

- 1) Copy of association/individual liability insurance page showing: liability limits, effective dates of coverage, name and contact information of insurance company.
- 2) Proof that the policy provides liquor liability while using the community center.

The GTVFD must receive a signed waiver with supporting documents 30 days or more, prior to the use of the GTVFD premises. Mail or email waiver to:

Barb Tuttle
15 Crooked Pine TRL
Grand Marais, MN 55604
admin@gunflint911.org