

**Welcome** to the Ramsey County Courthouse, Memorial Building, Armory, Kitchen, Historical & Meeting Rooms. This building policy is in place to insure that your usage of the facilities is a positive experience & that the rooms remain in optimum condition to be used by all.

The rooms are available on a first-come, first-serve basis. Reservations must be made at least **5 business days** in advance. You may reserve rooms by calling the Auditor's Office at (701)662-7007. If a meeting is scheduled in the Gym or Armory after hours (5:00 pm) the responsible party will need to pick up keys in the Auditor's Office.

<b>Fees per day:</b>	
Gymnasium	\$400.00 Full Day (if alcohol is being served) \$200.00 Full Day (no alcohol served) \$75.00 Starting at Noon \$50.00 Starting at 5:00pm
Armory Meeting Room	\$50.00
Basement of the Memorial Building	\$50.00
Kitchen in the Memorial Building	\$25.00
Basement Meeting Room	\$50.00
Historical Meeting Room	\$25.00
Internet Access	\$20.00 per hookup & \$10.00 each consecutive day
Custodial Charges	\$30.00 pr hr (if cleaning exceeds 4 hrs)

In case of cancellation, fees will be waived if a notice of **5 business days** is given. If adequate notice is **NOT GIVEN**, the client will be billed 50% of the fee and any custodial services for advanced work completed.

The following policies apply to all clients:

- Animals are not permitted unless by a physically impaired individual.
- Glitter or confetti is **NOT ALLOWED**. Lighter than air balloons must be securely attached.
- Exterior doors are not to be propped open or altered in any way.
- Shipment of materials prior to an event must be pre-paid & arrangements must be made in advance for storage.
- Auction or Rummage Sales are **NOT ALLOWED**.
- Wedding Dances are permitted effective February 3, 2004.
- All facilities are **smoke-free**, which includes restrooms & lobby areas.
- Food preparation of any kind is **NOT ALLOWED** as of December 7, 2010. The kitchen is designed to be a catering kitchen.
- Assignment to another party or subletting is **NOT ALLOWED**.
- Any group wishing to have alcohol as part of an event must be provided through a licensed vendor. The licensed vendor needs to supply a copy to the Auditor's Office of the **\$1,000,000 Dram Shop Insurance** having Ramsey County as an additional insurer. A Special Permit is also needed from the DL City Commission.
- It is the **responsibility** of the **client** to provide adequate supervision & security (contact DL City Police Dept). If any damage to the building, sound or lighting system, chairs, tables, kitchen equipment, etc. or other property is found following an event, the client will be billed for the actual replacement cost of the damaged item(s). Future use of the facility may be denied if damages are found.
- Be sure that containers holding any type of liquid do not leak onto the floor.

**THIS FORM MUST BE RETURNED IN ORDER TO OFFICIALLY SCHEDULE EVENT.  
AMOUNT MUST BE PAID IN FULL PRIOR TO USE OF THE FACILITIES.**

TO: RAMSEY COUNTY AUDITOR  
524 4TH AVENUE NE UNIT 6  
DEVILS LAKE ND 58301-2487  
[kchristo@nd.gov](mailto:kchristo@nd.gov)  
(701)-662-7025 PHONE  
(701)-662-7049 FAX

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**USER AGREEMENT BETWEEN RAMSEY COUNTY AND**

NAME OF ORGANIZATION/PARTY:

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CONTACT PERSON:

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MAILING ADDRESS:

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DAYTIME PHONE:

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DESCRIPTION OF EVENT:

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NUMBER OF PEOPLE ATTENDING:

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DATES & HOURS OF EVENT:

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FACILITY REQUESTED:

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TOTAL RENTAL FEE:

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**&**

(NAME OF ORGANIZATION/PARTY) & (CONTACT PERSON)

ASSUMES FULL RESPONSIBILITY OF THE FACILITY AND TO ABIDE BY THE FOLLOWING AGREEMENT:

- 1- TO FOLLOW ALL FACILITY RULES & PROCEDURES AS SET BY THE RAMSEY COUNTY COMMISSION.
- 2- TO LEAVE THE FACILITIES CLEAN.
- 3- TO PROVIDE ADEQUATE SUPERVISION AT ALL TIMES.
- 4- TO BE SURE ALL LIGHTS ARE OFF AND DOORS ARE LOCKED UPON LEAVING.
- 5- TO BE SURE THAT NO DRUGS OR TOBACCO ARE USED ON/IN THE FACILITIES.

DOCUMENTARY PROOF POSITIVE OF ADEQUATE LIABILITY & CASUALTY INSURANCE COVERAGE IN THE AMOUNT OF NOT LESS THAN \$1 MILLION OR GREATER PER INCIDENT. PLEASE GIVE THE NAME & ADDRESS OF THE INSURANCE COMPANY:

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THIS AGREEMENT CAN BE CANCELLED AT THE DIRECTION OF THE RAMSEY COUNTY COMMISSION.

CONTACT PERSON

DATE

**FURTHERMORE AGREES TO ACCEPT ALL LIABILITY FOR ANY INJURIES THAT  
MAY TAKE PLACE DURING THE USE OF SAID FACILITIES, AND THE RAMSEY COUNTY COMMISSION AND THEIR  
STAFF ARE HELD HARMLESS OF ANY INJURY CLAIM OR LIABILITY DURING THAT TIME.**