



CITY OF NORTH MANKATO

## Community Room Policy

- Must be a resident of North Mankato.
- Residents may rent rooms for themselves and not others.
- Resident renting room is responsible for the condition of the room. Any damage to the room will be the responsibility of the resident.
- Rooms may be used for **private events only**, such as family gatherings, birthday parties, showers, etc.
- Rooms are not to be used for classes/parties that are charging a fee or selling a product such as kitchenware, jewelry, food, etc.
- Reservations for the following year cannot be made before October 1.
- Feel free to move the tables. For your safety and to avoid damage, please have two people handle the tables when they are moved.
- Gas grills are not allowed.
- A phone is available for local, outgoing calls only.
- No red or purple beverages are allowed in the community rooms.
- In case of cancellation, please call City Hall as soon as possible. (No refunds will be made. However, reservation fee may be used for another event held within one year).
- Set-up and clean-up must be done the same day.

**Check availability by contacting City Hall at 625-4141 Monday-Friday 8 am- 5 pm.**

**Reservations may be made online below. Reservations may only be made for one date at a time.**

Key must be picked up at City Hall prior to your event Monday through Friday 8:00 am to 5:00 pm. **You must notify City Hall if someone else will be picking up the key.** The key will allow you to enter the building, but the door will remain locked. Once inside, follow the instructions on the keychain. Please do not leave the door propped open. **When you leave, lock the door with the bolt key and return the key to City Hall according to the instructions on the key.**

**CLEAN UP IS REQUIRED. FAILURE TO CLEAN THE ROOM AND LEAVE IT IN THE REQUIRED CONDITION WILL RESULT IN THE CITY KEEPING YOUR \$50 DEPOSIT AND WILL AFFECT FUTURE USE OF THE FACILITY. A cleanup checklist will be provided.**