

POLICE ANNEX - COMMUNITY ROOM - \$100

1001 Belgrade Avenue
North Mankato MN 56003

A \$50 Cleaning Deposit check is required at time of key pickup. This check and will be returned or shredded upon successful inspection after the event.

THIS IS A NON-SMOKING FACILITY

This room seats up to 60 people with 7 round tables (60" in diameter) and 5 - 6' and 6 – 8' long tables.

THE LOBBY IS NOT A PART OF THE COMMUNITY ROOM AND IS RESERVED FOR POLICE BUSINESS. THE COMMUNITY ROOM DOOR SHOULD BE SHUT DURING USE.

THE POLICE HAVE THE RIGHT TO REMOVE MATERIALS AND PEOPLE FROM THE LOBBY IN ORDER TO CONDUCT POLICE BUSINESS.

NO RED OR PURPLE BEVERAGES ALLOWED IN THIS COMMUNITY ROOM. NO GLITTER.

Mop up & clean all food/beverage spills immediately. There is spot cleaner in the storage room if needed.

This room has a limited kitchen facility with:

- ❖ small refrigerator (remove items when done)
- ❖ coffee maker
- ❖ microwave oven
- ❖ 12 place settings of dishes
- ❖ Silverware
- ❖ 5 water carafes
- ❖ 2 coffee carafes

YOU WILL NEED TO FURNISH YOUR OWN:

coffee, cream & sugar, tablecloths, dish towels, misc serving dishes.

A storage room just off the lobby next to the community room contains:

- ❖ vacuum / broom
- ❖ tables & chairs
- ❖ step stool
- ❖ easel
- ❖ coat rack
- ❖ shovel & ice melt

Return all items when done with them.

WiFi available. Please ask for password when picking up the key.

TV is for City staff use only.

Feel free to move the tables. For your safety and to avoid damage, please have two people handle the tables when they are moved. **Please return the chairs & tables to the racks provided.**

Please do not prop the door open.

PLEASE DO NOT TAPE ITEMS ON THE WALLS INSIDE THE ROOM. ALSO, DO NOT PLACE ANY ITEMS OR DECORATIONS ON THE OUTSIDE OF THE BUILDING.

Key must be picked up at City Hall prior to your event Monday through Friday 8:00 a.m. to 5:00 p.m. **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 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.