

MONTROSE COMMUNITY CENTER

RENTAL FEES AND POLICIES

August 10, 2009

RENTAL FEES

WEEKEND RENTAL RATES Friday & Saturday

Community Room/kitchen \$300.00/day (\$400.00 if
rented Friday evening
& Saturday)

WEEKDAY RENTAL RATES Sunday through Thursday

Community Room/kitchen \$25.00/hour 5 hour minimum

Montrose Church/Funeral Use \$50.00
(Excluding fundraisers)

ADDITIONAL FEES

Damage Deposit \$300.00
Must be Cash or Money Order

GENERAL INFORMATION

Community Room is 3,564 square feet
Occupancy is 276 people
25 - 12 foot tables
300 chairs
Kitchen - no linens are provided
Kitchen - 2 - 100 cup coffee makers and 15 coffee
servers are provided

CITY OF MONTROSE

FACILITY USE POLICY AND PROCEDURES

PRIORITIES FOR FACILITY USE

Applications for the use of facilities will be processed and scheduled in the following order:

1. City sponsored events and governmental elections and caucuses.
2. All others on a first come first served basis.

Occasionally, non-city scheduled activities may conflict with events planned by a City program. If a conflict occurs, every effort will be made to find an alternate facility for the non-city group.

City of Montrose programs have priority of facility use at all times.

"City Premises" as referred to in this document, will include all City owned facilities, buildings, structures, grounds, parking lots, athletic fields, and vehicles.

HOW TO APPLY TO USE FACILITIES

All use of City facilities is scheduled through the City Clerk's Office. To make application:

1. Obtain a Facility Use Application by calling the City Hall at 763-575-7422 or picking up an application at Montrose City Hall, 311 Buffalo Avenue South, Montrose, MN. 55363.
2. Your completed Facility Use Application must be received by the City Clerk at least ten business days prior to planned use.
3. Requests for use of City equipment, as well as set up times and needs, must be included on the Application.
4. Upon receipt of a Facility Use Application, the City Clerk will verify space availability and estimate applicable costs.
5. Custodian and/or building supervision services will be arranged by the City Clerk if additional services are needed due to the nature of the activity scheduled. These costs are the responsibility of the user.

LIABILITY - City of Montrose assumes no responsibility or liability for damage, loss, or personal injury resulting from non-city use of city facilities.

The individual named on the permit and the group in whose name the permit is issued are jointly responsible for their use of the facility and will accept responsibility for the payment of rent and/or other charges including any damages.

The individual named on the permit and the group in whose name the permit is issued are jointly required to assume full responsibility for personal injury to any participants or spectators.

RULES AND GUIDELINES FOR USE

Rules and regulations exist to protect the public's investment in Montrose's facilities. The following rules must be observed by all groups using the buildings/grounds. Failure to do so may be cause for cancellation of the Use Permit and/or denial of future use privileges.

1. A permit will not be granted for any facility use application, which, in the judgment of Montrose may be in any way prejudicial to the best interests of the City. The City of Montrose may modify, deny, cancel or revoke any or all facility use applications or permits at any time. If violations occur during the course of any event and are not immediately remedied by the applicant and/or the applicant's agents or representatives, the City's representative may immediately terminate the event and revoke the use permit.

2. All local and state ordinances and laws pertaining to use of public buildings and facilities must be observed. The City also enforces the policies below:

- **The use of tobacco in City buildings is strictly forbidden at all times.**
- **The possession and/or use of alcohol or controlled substances on City premises is prohibited at all times, except as specifically authorized by permit.**
- **Proof of insurance must be provided prior to the issuance of any use permit.**
- **All public events must have prior City Council approval.**

3. Adequate adult supervision (21 years or older) must be provided by the group during the entire use. The group supervisor(s) will be held responsible for compliance with rules, general behavior and safety. Use is limited to those areas of the building that are specifically approved and includes the nearest drinking fountain and lavatories.

4. A custodian and/or city building supervisor may be present for the protection and safety of the building and City. Cooperation with these staff members is essential.

5. Equipment brought in and its manner of use is subject to approval by the City Clerk or the Building Supervisor.

6. The City of Montrose assumes no liability or responsibility for loss or damage to equipment or personal items belonging to the facility user. Applicant shall indemnify and hold harmless both the City and the Owner from any such claims.

7. City equipment may be used if advance arrangements have been made with the City Clerk. Charges for staff time may be assessed, depending on the extent of set-up and/or take-down needed.

8. All groups shall leave the City facility in the same or better condition in which they found it, returning all furniture except tables, equipment, etc. to its original order. Charges for staff time may be assessed, depending on the extent of clean-up needed.

9. If food and/or drink are to be served, this is to be indicated on the Facility Use Application/Permit and will be permitted only in designated areas.

10. All required permits must be secured in advance of any events at which alcoholic beverages are served or present. Prior to any function where alcoholic beverages are served applicant must acknowledge that he is aware of possible statutory dram shop liability or common law liability that may arise due to property damage, personal injury, death or other damages resulting from the furnishing of alcoholic beverages. Applicant shall agree, in writing, to fully indemnify and hold harmless the City and Owner from any such liability and shall provide proof

of both general liability and dram shop insurance coverage acceptable to the City.

11. A licensed peace officer is required to be present at all public functions where alcoholic beverages and music are available.

12. Alcoholic beverages cannot be sold at any function, either directly or indirectly without a permit to sell intoxicating beverages.

13. There shall be absolutely no sales or furnishing of any alcoholic beverages to any person under 21 years of age.

14. The use of the kitchen is included with the community center. The City provides 15 coffee servers and 2 -100 cup coffee makers. A stove and refrigerator are also provided. The city does not provide any linens, cleaning supplies, etc. The kitchen and equipment must be cleaned and in proper repair after the event.

15. City facilities may be rented to churches for worship purposes.

16. Groups or individuals approved to use City facilities may not assign, sublet, transfer, or charge a fee for the use of the facilities.

17. Groups or individuals using the facilities may display banners, signs, streamers, or any materials of any advertising nature on City premises during the hours scheduled. These displays/signs may not cause damage to or deface City premises; and must meet all requirements imposed by other governmental agencies. No decorations may be tacked, stapled, or in any way adhered to walls, ceilings, or windows except with an all-mounting removable adhesive. Absolutely no tape on the walls at any time. Confetti of any type is not allowed.

CANCELLATIONS OR CHANGES

In the event of cancellations or changes in use, the applicant shall notify the City at least 2 business days prior to the scheduled use. The City reserves the right to

charge a non-refundable deposit for activities located in the Community Center.

RATES FOR FACILITY USE

Rental rates will apply to groups and activities as listed in Categories below. All groups using facilities are responsible for staff costs (building supervision, and peace officers). In addition groups and individuals are responsible for the repair and/or replacement of damage, theft or loss to the premises resulting from their use.

STAFFING

Groups/individuals using city facilities may be responsible for staff charges if used.

1. Custodian - could include opening or closing a building, set-up, clean-up or presence during a time when not otherwise staffed. A two hour minimum charge will be assessed if a custodian is called to the building beyond normal work hours. Custodian time is charged at the current hourly rate, including overtime and holiday pay, if applicable.

2. Building Supervision - placed by the City to protect and oversee the facility and represent the City. A two hour minimum will be charged. The current rate is \$10.00 per hour. (Subject to change)

RENTAL CATEGORIES

Determination of rental fees for use of City facilities is based on the following groups.

GROUP A - CITY

THESE GROUPS WILL NOT BE CHARGED RENTAL FEES.

City sponsored events or District 877 events. These groups will not be charged for regular meetings, but any other event a janitorial fee may be charged.

GROUP B - LOCAL TAX SUPPORTED PUBLIC AGENCIES

THESE GROUPS WILL NOT BE CHARGED RENTAL FEES.

Local tax supported public agencies and local civic service, and charitable groups (75% reside in Montrose).

GROUP C - LOCAL RELIGIOUS

THESE GROUPS WILL BE CHARGED REDUCED RENTAL FEES

Local groups of a religious nature for worship, instruction, meetings and funerals.

GROUP D

THESE GROUPS WILL BE CHARGED RENTAL FEES

Individuals, private agencies and private clubs, companies, vendors, business or special interest groups and non-profit groups with a regional or statewide clientele, for activities of a commercial, business or revenue generating nature. Non-local (originating outside of Montrose) youth, civic service, charitable and religious.