



## Community Building Regulations

1. Reservations: All reservations for the use of the Community Building must be made at least 3 business days prior to the event and are not final until the rental application has been signed and the fee and deposit are paid. Reservations will not be accepted more than one year prior to the event.
2. Rental Fee: Payment is required at the time of application. The rental fee includes time necessary for set up and clean up. If the Building is available, the City, at its sole discretion, may allow the applicant to set up the day before the event.
3. Security Deposit: The security deposit shall be paid by check and will be held by the City and returned if the application is denied, the event is cancelled, or upon satisfactory inspection of the premises after the event with approval of the City Administrator no more than fifteen (15) days after the event. The security deposit covers any physical, structural, or other related damages to the facility itself, excessive cleaning fee, or violation of the building use regulations; it does not cover theft of equipment or property. The City will invoice the applicant and/or file a claim for amounts in excess of the security deposit to cover or replace any items. The amount of the deposit does not limit the liability of the applicant for any damage or loss caused by the applicant or the applicant's guests and invitees.
4. Keys: Applicants may pick up a Community Building key no more than three business days prior to the event and must be returned the business day following the event.
5. Cancellations: Cancellations must be made at least three days prior to the reservation date in writing, submitted to the Clerk's Office. The City reserves the right to cancel the reservation at any time for any reason. If the City cancels the event, the applicant shall be entitled to a full refund of all fees, paid within fifteen (15) day of the cancellation.
6. City Expectations for use:
  - a. Prior to leaving, all windows and doors should be closed and locked.
  - b. Do not open the windows in the summer months.
  - c. The fireplace, lights, stove, and oven are turned off.
  - d. Thermostat is not tampered with.
  - e. Only decorations affixed to the ceiling beams with string or rope are permitted. No decorations should be placed on the walls or windows. No crepe paper, tacks, tape, or staples are permitted anywhere. All decorations must be completely removed before leaving.
  - f. Do not drag tables across the floor; they should be lifted.
  - g. The Building is left in as good or better condition than found. All tables are wiped down and chairs returned to the racks. Any spills are swept/mopped up. Garbage is removed and brought to the outside dumpster.
  - h. No smoking is permitted indoors.
7. Maximum Capacity: The maximum capacity of the Community Building is 130 people. Under no circumstances shall the number of persons at an event exceed the maximum capacity.

8. Access by the City or East Range Police Department: The applicant shall permit the City's or East Range Police Department's officials, employees, or agents to enter the Building at any time during the event.
9. Entertainment Event: If the Community Building is being utilized for an entertainment event, the entertainment must be pre-approved by the City. Entertainment events include live music, use of a sound system, etc.
10. Minors: Anyone under the age of 18 must be accompanied by an adult.
11. Admission Fee: The applicant may not charge an admission fee, sell tickets, or solicit donations without express written permission of the City.
12. Alcohol Policy: If alcohol will be served at the event, the applicant must contact the East Range Police Department at least four (4) weeks prior to reservation. No alcoholic beverages may be sold at the Community Building without a license or license transfer approved by the City Council. The applicant must have adequate procedures in place to ensure that no one under the age of 21 is served alcohol and to ensure that no one is served alcohol in an amount to cause intoxication.
13. Insurance Requirements: The City, in its discretion, may require the applicant to obtain liability insurance for any use of City facilities. If liability insurance is required, it must cover injury, death, and property damage, including coverage for alcohol related claims. The policy must be issued by an insurance company licensed to do business in Minnesota; the City must be named as an additional insured. The insurance policy has a \$1,500,000.00 minimum.
14. Staffing: The Building is not staffed 24 hours per day, 7 days a week. The applicant may be required to conduct incidental cleaning and maintenance (snow removal, wiping off counters, setting up tables and chairs, etc.).
15. Property: The City is not responsible for any personal property belonging to the applicant or the applicant's guests or invitees. City property is not to be removed from the Community Building.
16. General information:
  - a. WI-FI Password: Water3541
  - b. To use the fireplace, turn on the switch located on the left-hand edge of the fireplace. Ensure the unit is completely off prior to leaving.
  - c. First Aid Kit is located in the janitor's closet.
  - d. Contact lists are posted near the phone.

*Disclaimer: The City does not deny access to the Community Center on the basis of race, religion, disability, marital status, public assistance, familial status, sex, creed, age, sexual orientation, national origin, and gender identity. Allowing any group to use the Community Building does not imply endorsement of a group's view by the City. The City reserves the right to deny events which are discriminatory to any protected class.*