

City of Hoyt Lakes
Community Building Reservation Policy
(Revised MAY 29, 2018)

1. All reservations for the use of the Community Building will be made through the Office of the City Clerk and are not final until the Community Building Reservation Policy Form has been signed and the Reservation/Security Deposit paid.
2. Payment of \$150 (\$100/Rental Fee; \$50 Security Deposit) is required at the time of application by the applicant. The security deposit of \$50 shall be paid by the applicant and will be held by the City and returned upon satisfactory inspection of the premises and upon approval by the City Council at the next scheduled meeting following the reservation date. The security deposit covers any physical, structural, or other related damages to the facility itself or violation of building use rules; it does not cover theft of equipment (i.e. tables, chairs, kitchen inventory, memorabilia, etc.). The City of Hoyt Lakes does retain the right to file a claim beyond the security deposit in order to cover or replace these items.
3. Payment of the Rental Fee and Security Deposit is required to receive a key to the building. The key must be returned the next business day following the reservation date.
4. Cancellations must be made at least fourteen days prior to the reservation date by calling the Office of the City Clerk (and the East Range Police Department if applicable) or a \$25 penalty will be withheld from the Reservation/Damage Deposit.
5. All users will be expected to adhere to the regulations established for the use of the building. Violations of these regulations may result in the loss of privilege to utilize the building and/or additional charges being made. While occupying the Community Building the following regulations apply:
 - a. When leaving, make sure all windows and doors are closed and locked and that the fireplace all lights, and the stove and oven are turned off.
 - b. No one is permitted to tamper with the thermostat.
 - c. No decorations are permitted on the walls or windows. Decorations are permitted on the ceiling beams only using string or rope. No crepe paper, tacks, tape or staples are permitted anywhere. All decorations must be completely removed before leaving.
 - d. Users are expected to wipe off tables, take down chairs and place back on racks. Users are also expected to mop up major spills and remove garbage to the outside dumpster. Do not drag tables around; they should always be lifted by at least two people when moving. The charge for the building includes all other reasonable cleanup.
 - e. Building occupancy may not exceed 130 people.
 - f. No smoking permitted in the building at any time.
 - g. Community Building keys are to be picked up and returned to the Office of the City Clerk. Office hours are 7:30 a.m. to 4:00 p.m., excluding weekend and holidays.
 - h. The person/organization reserving the building is responsible for all damages.
 - i. Dishes and utensils are no longer available to the Community Building. Dishes, utensils, tables, chairs will not be loaned from the Arena for any reason. There are 82 chairs and 14 tables available for use at the Community Building.
6. Users of the building are expected to maintain order so as to ensure the safety of those present and to prevent damage to the building. Lighting is to be kept at a level appropriate to the occasion, that will allow safe entrance and exit from the building, and which will allow any police officer present the ability to maintain control over the event or activity.
7. Limited free of charge use rental fee of the building may be arranged for any public non-profit organization which has City residents as members and involves an event for which no fee is charged by the organization, a City sponsored event, or use by another governmental entity. When free of charge use is authorized, the responsible organization must provide all clean up. Free of charge use must be approved by the City Council and will be limited to two (2) free of charge uses annually per applying organization. All long term, (more than 10 uses annually) reduced cost uses must be approved by the City Council. At the discretion of the City, a free of charge use or a non-profit reduced cost use may be cancelled by the City, in favor of a full cost use, with 10 days' notice. The City Council may also waive fees for any non-profit

organization youth related function. Any reduced cost or non-profit use on a weekend must have Council approval. Council approval will trump reservation policy once the use is approved.

Non-profit use fees are as follows:

One-time use - \$10.00

Flat fee per calendar year for up to 10 uses - \$25.00

Flat fee per calendar year for up to 25 uses - \$50.00

Flat fee per calendar year for up to 50 uses - \$100.00

8. Individual profit-making activities are not authorized for the Community Building. Revenue producing activities are authorized when conducted by a non-profit organization when said revenue is to be donated to a charitable cause.
9. Mornings, until 9:00 am, are reserved for clean up of the building. Special arrangements must be made with the office of the City Clerk for any use of the building in the morning hours. Also, if clean up after an event impacts another use of the facility, necessary arrangements must be made to insure unfettered use.
10. If the building is to be utilized for a public entertainment event, or any activity at which alcohol is to be served, the individual reserving the building must contact the East Range Police Department. No alcoholic beverages may be sold at the Community Building without a license or license transfer approved by the City Council.
11. The Community building is not staffed 24 hours a day, 7 days a week. The user may be expected to take care of incidental cleaning and maintenance (snow removal, wiping off counters, set up of tables and chairs, etc.). Users must vacate the building immediately following their event/activity but no later than 2:00 a.m. and remove all personal items before leaving or the user will be subject to additional charges.
12. A key is provided for the furnace room; the circuit box is located in the furnace room.
13. Community Building Picnic Shelter:
 - a. The use of the shelter is provided free of charge with the provision that the user is responsible for all clean up.
 - b. Items 1, 5c, 5h, 6, 11, 12, 18 above also apply.
 - c. With the exception of Water Carnival, no live band or use of a sound system is permitted after 10:00 p.m.
14. Community Building Youth Center
 - a. The lower level of the building can be reserved for \$50 per day and has tables and chairs to accommodate 36 people.
 - b. Non-profit use fees are as follows:
 - One-time use - \$5.00
 - Flat fee per calendar year for up to 10 uses - \$12.00
 - Flat fee per calendar year for up to 25 uses - \$25.00
 - Flat fee per calendar year for up to 50 uses - \$50.00
15. To use the fireplace, turn on switch which is located on the left-hand edge of the fireplace (when facing fireplace). Be sure to **shut off** when done.
16. During the summer months the air conditioning will be on at all times. Please do **NOT** open the windows.
17. The City strongly encourages that building users consider liability coverage for the event. One option is outlined on the attached sheet. The City reserves the right to require such coverage for specific events.
18. The WIFI password for the Community Building is Water3541.

19. I understand that my use of the Community Building is voluntary and that I am using it for my benefit only. I agree that my use of the Community Building is undertaken at my own risk and that the City of Hoyt Lakes will not be liable for any claims, injuries, damages of whatever nature incurred by me or members of my organization due to the negligence of members of my organization, or the negligence of third parties. On behalf of myself and the organization that I represent, I expressly forever release and discharge the City, its agents or employees from any such claims, injuries or damages. I also agree to defend, indemnify and hold harmless the City from any claims, injuries, or damages of whatever nature arising out of or connected with my use of the Community Building. I also agree to reimburse the City for any damage, breakage, maintenance, theft of equipment beyond the damage deposit figure if so warranted.

Name _____ Reservation Date _____

Address _____ Telephone # _____

_____ Signature _____

Email Address _____ Date _____

The Community Building may be reserved in advance up to two calendar years beyond the current calendar year.

The City reserves the right to inspect the building during any use to ensure that building rules are being followed.

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