CITY OF LAKE CITY

205 West Center Street, Lake City, MN

City Hall Facility Use Application

Today's Date: _____ **Date(s) of Event:** _____ **Time:** _____

Describe Event: (be detailed)

_____

_____

Applications should be received seven days prior to the event. Reservations can be made up to 13 months in advance.

Payment of half of the fee confirms reservation. Balance of fee and $300 security deposit are due 30 days prior to event date. If the fee and deposit are not paid 30 days prior, the event will be considered canceled.

Choose your Event Type:

☐	**Partial Day Event (4hrs or less)**	**$150.00**	**$**_____
☐	**One Day Event**	**$300.00**	**$**_____
☐	**Consecutive Day Event**	**$300.00 + $200.00**	**$**_____

Choose your Room:

- ☐ **Ballroom (140 chairs & 10 round, or 225 chairs)**
- ☐ **Conference Room (30 chairs + tables, or 45 chairs)**
- ☐ **Chambers (60 chairs)**

Check all that Apply:

☐	**Student Recital Fee**	**$75.00**	**$**_____
☐	**Non-Profit Organization Event**	**$50.00**	**$**_____
☐	**School Event**	**$0.00**	**$**_____
☐	**Government Organization**	**$0.00**	**$**_____
☐	**Security Deposit** *(not required for Government Organizations)*	**$300.00**	**$**_____
		Total Amount Due:	**$**_____

(continued on next page)

CITY OF LAKE CITY

205 West Center Street, Lake City, MN

Event Set Up Time:_____ **Event Tear Down Time:**_____

Please check all that apply:

Yes	No	
☐	☐	Using Piano (if yes, Pianist name): _____
☐	☐	Serving Liquor (must provide a copy of license/permit)
☐	☐	Serving Food (please describe):_____
☐	☐	Proof of Catering Permit

Caterer:_____ Contact Information: _____

At least 14 days prior to the event, the applicant must provide the City for its review and approval a certificate of insurance evidencing that the applicant has general liability insurance for the event. The City of Lake City must be named as an additional insured with respect to this policy. If the applicant does not provide proof of insurance by this date, the reservation will be cancelled, security deposit will be refunded, and the rental fee will be retained.

I herby certify that the information I have provided on the Facility Use Application is correct and complete.

_____
Signature

_____	_____	_____
Printed Name	**Phone Number**	**Organization**
_____	_____	_____
Address	**City**	**State/Zip**

_____
Email Address

Approved By: _____ **Date:** _____
City Clerk or Designee

For City Use Only

Date Paid: _____ Cash/Check #: _____ Amount: _____ Signature: _____

CITY OF LAKE CITY
CITY HALL ROOM RENTAL POLICIES

Rental Criteria

This Agreement applies to use and rental of rooms within City Hall, including the Historic Ballroom, the Second Floor Conference Room, and the City Council Chambers (if available) by individuals or organizations. City organizations (the City Council, departments, boards, commissions, task forces and committees) conducting City business will be given first priority in reserving these facilities. Requests by other users will be granted on a first-come-first served basis. Users must complete the attached Application and pay all required fees in order to have their reservation confirmed by the City. The City reserves the right to deny rental of the facilities for any reason that it deems necessary.

About the Facilities

The Historic Ballroom accommodates 140 people when set up with chairs and tables or 225 people when set up with chairs alone.

The City Council Chambers accommodates 60 people.

The Second Floor Conference Room accommodates 30 people when set up with chairs and tables or 45 people when set up with chairs alone.

There is a piano that is located in the Historic Ballroom. The Woman's Club maintains the piano by tuning it twice a year. If users choose, they may have the piano tuned for their event at their cost.

Events or meetings that are held in the City Council Chambers may be recorded onto a DVD, if desired. This is provided that one of the City's qualified video equipment operators is available for the event. The user will be responsible for paying the costs of the operator and the materials.

The City will provide some cleaning supplies. The City will also provide paper products for the bathrooms (toilet paper, paper towels, etc.).

Fees, Cancellations, & Refunds

Payment of half of the rental fee is required at the time of making the reservation. The balance of the fee and the security deposit is due 30 days prior to the event. If the reservation is made less than 30 days before the rental date, full payment is due upon making the reservation. If the fee and security deposit are not paid in full at that time, the event will be cancelled and the deposited funds will be refunded.

The user may cancel the reservation by giving written notice to the City. The City will retain 25 percent of the total rental fee if a reservation is cancelled more than 30 days prior to the rental date. No refunds will be issued for cancellations occurring less than 30 days prior to the rental date.

The City reserves the right to use its facilities at any time, and as such cancellations may be ordered by City officials or staff with or without notice. In the event of a cancellation, the City will contact the user as soon as possible. The City will refund the entire rental fee and the security deposit.

The City will charge the user a service fee of $25.00 for each check returned as not payable by a financial institution.

General Rules

The facilities within City Hall are non-smoking, and smoking anywhere inside the building is prohibited. The user must notify attendees of this policy before the scheduled event. Lit candles and other open flames are not allowed anywhere

inside City Hall, with the exception of canned heat, fuel tablets, and chafing dish fuel that are used by caterers for the purposes of keeping food warm.

The user must designate a person to oversee the event and be responsible for monitoring all activities at the event. This person must be present during setup and cleanup as well as throughout the event.

Groups of persons that are under 18 years of age must have at least one adult present for every 10 people using the facility. Minors must remain in the rented space unless directly supervised by an adult. Running or playing in the hallways or other common areas is not permitted.

City staff must have access to the rented space at all times before, during, and after the event.

The user must not assign, transfer or sublet the rented space.

The user must use his or her best efforts to ensure that he or she, members of his or her organization, and any and all invitees and guests of the event are respectful and use reasonable care when using the facilities. In particular, the user must use care and caution to protect the delicate paintings and artifacts that are on display in City Hall.

The user and his or her guests must be considerate and respectful of other meetings or events that are taking place in other rooms in City Hall. Disorderly conduct is prohibited. If City staff determines that conduct is unacceptable, they will immediately notify the user or the user's designee. The user or his or her designee shall immediately address the situation. If, in the judgment of City staff, the user or his or her designee is unable to adequately address the situation, City staff reserves the right to end the event early and require those persons attending the event to immediately vacate the premises. If City staff ends an event early, all fees and deposits are forfeited.

Furniture arrangements in the rooms must include aisles in order to allow safe emergency exiting.

With the exception of service animals, animals are not allowed in the facilities or in City Hall.

Food & Beverage

Consumption of food and beverage is allowed in the facilities. Users may bring in outside food. The City is not responsible for providing food or beverage services and coffee pots and other food and beverage serving items will not be provided. Limited or minimal food preparation may be done on site, but the majority of food preparation must be done off-site and brought as a prepared dish to the facilities for service. Catering equipment and supplies must only be delivered on the day of the event and must be removed by the end time.

Peanuts in the shell, popcorn and cotton candy may not be served.

Wine and beer may be served in the Historic Ballroom, provided the necessary licenses or permits have been received from the City or State. The license or permit must be displayed during the event as well as a copy must be provided to the City upon submission of the application, if received or as soon as it is received. The City may allow wine and beer to be served in the Council Chambers on a case-by-case basis, as determined by the City Council and if all necessary licenses or permits are received from the City or State. If wine or beer is to be served, an off-duty police officer must be hired by the user and must be on-site at all times during the event to provide security and ensure compliance with all state laws and City code requirements. Serving of alcoholic beverages must end by 11:30 p.m.

Set up, Cleanup, Decorations, & Equipment

The user is responsible for set up and cleanup of the facilities rented and the common areas that are used within the City Hall building. Set up, including decorating and food preparation is allowed only during the period of time reserved by the user. Set up the day before the rental date is not permitted unless the user has received prior permission from the City. For large events, users may request access to the facility ahead of the reserved time in order to allow time for set up.

Users must leave the room clean and the furnishings arranged as found. The City will provide the user with a list of items

to be cleaned. Users must consult this list for specific cleanup instructions for the room. Generally, users must sweep or vacuum the floor in the room(s) rented and the common areas that are used, if needed after the event. Liquid spills must be cleaned to the best of the user's ability. However, the user must not mop the floor of the Historic Ballroom. Users must return all furniture to its original position following the event. The City encourages users to have at least two people set up and cleanup in all City rooms, so that heavy furniture is able to be picked up to be moved rather than dragged. The user must remove and dispose of all trash to the dumpster that is located outside of City Hall by the Fire Department.

The full amount of the security deposit will be refunded if the facilities are left clean, the furnishings are arranged as found and there has been no damage to the facilities or furnishings. A charge of $27.00 per hour will be assessed for any time spent by the City to clean the room or common areas of the building after the event. The user is responsible for any damage that is incurred during the rental period, including any repairs or replacements that are necessary. These charges and any cleaning charges will be deducted from the user's security deposit. In the event that the security deposit is not sufficient to cover the charges, the City may bill the user and use all legal means available to secure collection of the charges.

Decorations are permitted in all rooms. However, use of pins, hooks, tacks, nails, or other fasteners on the woodwork or walls of any room or hallway is not permitted. Painter's tape or adhesive paper products may be used to hang decorations on the walls or woodwork of the Conference Room or Council Chambers with permission of City staff. In the Historic Ballroom, lightweight decorations may be hung from the existing hooks on the picture rail or they may be set on easels. Use of tape, or adhesive paper products in the Historic Ballroom is not allowed. Confetti, sand, rice, glitter, silly string, piñatas, and birdseed are not permitted in any of the rooms or common areas. All decorations must be carefully removed and disposed of by the user at the conclusion of the event.

The user, the user's guests, music equipment, catering equipment, and other property must be removed from the facilities by the stated end time in the Application and in no event, later than 1:00 a.m. A fee of $100 per 30 minute increment will be charged to users who do not vacate the facilities as specified.

Once the event has concluded, the user must make sure that all necessary cleanup is complete, that all participants have left the building and that the lights are turned off. The user must then contact the Lake City Police Department at its non-emergency number (651-345-3391) to have someone from the Department check that the building is locked and secure.

CITY OF LAKE CITY
ROOM RENTAL AGREEMENT

I hereby certify that I have read the City of Lake City's Room Rental Policies. I agree to adhere to the Policies. If I represent an organization, I represent that I have the authority to enter into this Agreement on behalf of the organization.

I also acknowledge and agree that:

A. The City does not insure me or my operations or activities. By signing this Agreement, I agree that loss, illness, injuries, and damages to my guests or to the general public as a result of my activities or operations on City property are solely my responsibility.

B. The City is not responsible for damages or loss of items stored or displayed on its property prior to, during, or following my event. I am responsible for any damages or thefts that occur to the premises or property that may result from acts or omissions of myself or my guests.

C. I shall defend, indemnify and hold harmless the City, its officials, employees, contractors, and agents from and against any and all claims, damages, losses, or expenses including attorneys' fees, which the City may suffer or for which the City may be held liable that arise out of my or my organization's activities on the City property associated with my event as well as the acts or omissions of my guests while on City property.

D. Permission by the City to use its facilities may be withdrawn if any terms of this Agreement or any of the Policies are violated. Additionally, the City may prohibit my future use of the facilities.

E. I am responsible for any damage caused to City property or equipment that occurs during my use of the City facilities (with the exception of normal wear and tear).

F. I will follow all federal, state and local ordinances, rules, and regulations regarding my use of the facilities.

Date: _____

By: _____
Signature of Applicant

_____
Printed Name of Applicant