

FOREST LAKE CONFERENCE ROOM USE RULES AND POLICY

The City of Forest Lake, Minnesota (the “City”) has adopted the following Room Use Rules and Regulations Policy concerning the use of the City’s conference and community rooms at the Senior Community Center and the City Center (“Rooms”) to a member of the public or a group (considered the “Customer”) for an “Event”. These rules and regulations will be incorporated by reference into the “Forest Lake Room Use Application” that is signed and acknowledged by the Customer.

1. Reserving Rooms

To reserve the above referenced Room(s), the Customer must complete and sign a Room Use Application (the “Agreement”) to the City at least fourteen (14) days prior to the Event. Agreements will not be accepted more than six (6) months in advance of the Event. Agreements must be submitted via email, regular mail, or in-person at the City Center. The City Center is open Monday to Friday from 8:00 a.m. to 4:30 p.m. Agreements can be submitted to info@forest-lake.mn.us, sent to: City of Forest Lake, 1408 Lake St. S., Forest Lake, MN, 55025, ATTN: Deputy City Clerk, or they can be brought in to the City Center at 1408 Lake St. S. and submitted at the permitting window. Payment must accompany any Agreements that are delivered in person or mailed in. Emailed Agreements can be paid with a credit card over the phone after Agreement has been submitted – the Deputy Clerk will contact you for payment. Rooms will not be considered reserved until payment has been secured.

2. Room Rental Eligibility and Fees

The City has established the following rental fees(s) and limitations for use of the City Rooms:

Forest Lake City Center – Business Use

- Forest Lake City Center Room use is for business activities only
- Forest Lake City Center Room use shall be limited to city functions, government agency business use, local non-profit community groups, and activities associated with the Forest Lake Area School District
- The City, its Boards and Commissions, and associated groups (at the discretion of the City) shall be exempt from rental fees
- Conference Rooms are not intended for long-term regularly scheduled use by outside agencies.

Forest Lake Senior Center – Private Party Use

- Private party use will be directed to the Forest Lake Senior Center or YMCA
- Any private party use is at the discretion of the City of Forest Lake
- A fee of \$50.00 per hour for residents and \$75.00 per hour for non-residents (with a three (3) hour minimum for both) is applied to all private party rentals
- The rental hours must include the time necessary to set up and clean up
- If the room is available, the City, in its sole discretion, may allow the Customer to set up the day before the Event

- Rental fees MUST accompany the Agreement prior to reservation of the room
- If the Customer remains in the room past the ending time stated in the Agreement, the additional rent must be paid within seven (7) days after the Event
- A refundable deposit of \$150.00 will be collected from the Customer at time of Agreement submission

3. Priority of Use

The City shall have first priority for all governmental activities. The priority for all other uses shall be determined on a first-come, first-serve basis. If reservations have been made and a governmental activity needs to be scheduled for room use, the City retains the right to cancel any scheduled reservations.

4. Cancellation / Refund Policy

If the Customer requests a cancellation, it must be received by the City at least three (3) days prior to the Event date. All cancellations must be presented to the City in writing.

If the City cancels any paid and scheduled reservation for priority City use, a refund will be issued.

5. Kitchen / Food

The City will only supply tables and chairs for Customer use. Customers may provide their own food and beverage. If the kitchen is used (at the Senior Center), Customer must provide their own cooking supplies and/or paper products for food service, including but not limited to table cloths, plates, cups, utensils, food storage containers, etc. Any outside food service businesses must retain a valid caterers license at time of Event. Any food and/or beverage service must be noted on the Agreement.

NO ALCOHOLIC BEVERAGES ARE ALLOWED.

6. Equipment

The Customer may use tables, chairs, projector screen, wipe board, lectern, easel, kitchen (at Senior Center) etc., upon availability. If any item is used, it must be returned or left in good working order. The City does not supply any additional audio/visual equipment and recording needs; those must be supplied by the Customer.

7. Alterations

The Customer shall not make any alterations to City Rooms without the written consent of the City. Alterations include any items that shall be hung, glued, taped, or in any other way affixed to the walls, ceiling, floor, windows, light fixtures, etc. of the City Rooms.

8. Building Access

The Customer will have access to the building during regular business hours as agreed upon by the City for non-business hours. If the Event ends after the building is secure, the Customer shall ensure that everyone from their group is out of the building before leaving. The Customer shall be responsible for turning off all lights in the Room(s) being used.

9. Access by the City

The Customer shall permit City officials, employees, or agents to have access and be allowed entry to the Rooms at any time during the Event.

10. Designated Area

Only the area designated, which has been approved by the City, may be used. The Customer will have access to the lavatory facilities. Any office or private areas of the buildings are off limits.

11. Clean up

The Customer is responsible for leaving the Room(s) in as good or better condition than found. All tables and chairs must be returned to their original position.

12. Entertainment

All entertainment must be pre-approved by the City. Additional permitting may be required.

13. Smoking and Drinking of Alcohol

Smoking of any kind and drinking of alcohol is NOT permitted at the Senior Center and City Center.

14. No Discrimination

The City does not deny access to the Senior Center or the City Center on the basis of race, religion, sex, creed, sexual orientation, or national origin. Allowing any group to use the City Rooms does not imply endorsement by the City of a group's collective views.

15. Accidents or Damages

Any accidents or damages to the City Center, the Senior Center, and its subsequent rooms being used must be reported to the City immediately following the Event. The accidents or damages will be assessed by both parties and rectification redeemed at that time.

16. Personal Property

There is no temporary or permanent storage for personal or business property belonging to the Customer. The City will not be responsible for any personal property belonging to the Customer or the Customer's guests or invitees. The City will not be responsible for any damage or misplacement of the Customer or Customer invitee's personal property inside and outside of the City buildings.

CITY OF FOREST LAKE - ROOM USE APPLICATION - Please submit this page to the City

Forest Lake Community Senior Center located at: 767 4th St. SW, Forest Lake, MN

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|--------------------------------|------------------------|---------------------------------|
| Conference Room | Maximum Capacity – 36 | Social Distancing Capacity – 18 |
| Upstairs Multi-Purpose Room | Maximum Capacity – 120 | Social Distancing Capacity – 60 |
| Lower Level Multi-Purpose Room | Maximum Capacity – 75 | Social Distancing Capacity – 35 |

Forest Lake City Center Located at: 1408 Lake St. S., Forest Lake, MN

| | | |
|------------------------------|-----------------------|---------------------------------|
| Community Room | Maximum Capacity – 50 | Social Distancing Capacity – 25 |
| Forest Lake Conference Room | Maximum Capacity – 16 | Social Distancing Capacity – 8 |
| Clear Lake Conference Room | Maximum Capacity – 12 | Social Distancing Capacity – 6 |
| Shields Lake Conference Room | Maximum Capacity – 8 | Social Distancing Capacity – 4 |

Name of Group / Responsible Party _____

Phone Number **AND** Email Address _____

Location and Room Needed (see above) _____

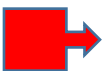
Date and Time (start time and ending time – includes set up and clean up) _____

Size of Group (number of guests) _____

Room Set Up Requests (classroom, roundtable, horseshoe U-shaped) _____

Room Needs (easel, white board, markers, kitchen use (Senior Center only), etc.) _____

*I, the Customer, understand the City of Forest Lake Room Use and Regulations Policy as it has been written and I agree to the terms of the Policy. I agree to pay the applicable required fees of **\$50.00 per hour for residents; \$75 per hour for non-residents, with a three (3) hour minimum, and a \$150.00 refundable deposit per rental** as per the fee schedule written in the Policy and the City Ordinance.*



Customer Signature

Date