

POLICY ON CITY FACILITY USE

The purpose of this policy is to establish procedures and guidelines for persons and/or organizations requesting use of the Marlyn DeForth Community Room and Heritage Park facilities. It is the goal of the policy to encourage the use of the facilities by making it accessible to the Community yet doing so in a fair, equitable and cost effective manner.

BACKGROUND

The City is often contacted by persons and/or organizations seeking to use City facilities. To clarify the procedure and guidelines for reservation and usage, the following has been established.

APPLICABILITY

This policy applies to all persons and/or organizations requesting use of the Marlyn DeForth Community Room and Heritage Park facilities. This policy does not apply to the City Council Chambers nor does it include the use of City equipment/furniture other than what is available for use in the Marlyn DeForth Community Room and Heritage Park building.

RESERVATIONS/CANCELLATIONS

Requests for reservations can be made by any individual (resident or non-resident) or organization (non-profit or for-profit). Reservations are generally handled on a first come first served basis.

Requests for reservations can be made during regular city business hours and are subject to approval by the City Administrator.

Cancellations made **more** than five (5) business days prior to the reservation (Community Room/Heritage Building) will be subject to a cancellation fee. Cancellations made with five (5) or less business days notice prior to the reservation are non-refundable. No refund for Pavilion rental. No refund due to adverse weather conditions.

PROCEDURES

All persons and/or organizations requesting to use City facilities shall follow these procedures:

1. Submit written application to city staff as far in advance of the reservation date as possible. Applications are available at City Hall, on-line, or by mail upon request.
2. Full payment of the reservation fee is due with the application. Reservations are not guaranteed until both the application and fee are received. Submission does not guarantee approval.
3. Approval will be determined by availability. After the request has been approved, the facility will be considered reserved.

FEES FOR USE

The City Council recognizes the costs associated with usage of the facilities and has developed the following guidelines:

1. All persons and/or organizations will be required to pay the scheduled fee, with the exception of non-profit community groups who may be allowed free use of the Heritage Park facilities on **weekdays only**. Verification of non-profit status may be required with room application. Applicant may submit a written request for exemption to the City Administrator.
2. Non-profit organizations seeking to use the Heritage Park facilities on weekdays or weekends for purposes of fundraising and/or dinner meetings will be required to pay scheduled fee(s).
3. Organizations or groups whose purpose is for private, business, political, or religious interests will be required to pay the scheduled fee.
4. Schools within the St. Paul Park city limits will be charged the residential rates for use of Heritage Park facilities. All others shall pay non-residential rates.
5. Any organization denied free use under this policy may appeal to the City Council.

FEE SCHEDULE FOR RESIDENTS

- See Chapter 42 of the St. Paul Park City Code for current rates

Cancellation fee of \$20 if event is cancelled **more** than five (5) business days prior to event -- No refund if reservation cancelled five (5) days or less prior to event.

Pavilion rental - No refund for cancellation. No refund due to adverse weather conditions.

There will be a clean-up fee assessed of \$35/hr. (1 hour minimum) if the facility is not cleaned up after use.

FEE SCHEDULE FOR NON-RESIDENTS

- See Chapter 42 of the St. Paul Park City Code for current rates

Cancellation fee of \$20 if event is cancelled **more** than five (5) business days prior to event -- No refund if reservation cancelled five (5) or less business days prior to event.

Pavilion rental - No refund for cancellation. No refund due to adverse weather conditions.

There will be a clean-up fee assessed of \$35/hr. (1 hour minimum) if the facility is not cleaned up after use.

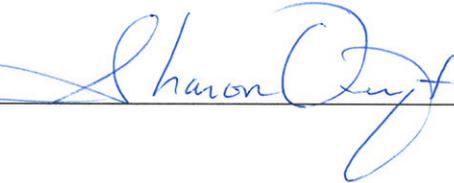
GENERAL RULES AND REGULATIONS

1. An authorized supervisor is to be present at all times.
2. Misrepresentation – Residents may not make reservations for other individuals or groups at the resident rate.
3. Key(s) can be picked up one business day before event and **must** be returned one business day after the event.
4. No use of building will be permitted after 12 midnight except with Council approval.

5. Set-up and clean up must be done during the allotted time of the rental. Failure to provide proper clean up will result in clean up charges being assessed and forfeiture of future use of the facilities. This will be determined by the City Administrator.
6. Public groups or organizations, as defined under Minnesota Statutes, using the facilities for the purpose of convening a public meeting must conform to open meeting law requirements pursuant to Minnesota Statutes.
7. The use of *intoxicating liquor and non-intoxicating malt liquor beverages is prohibited.*
8. Pursuant to the Minnesota Clean Indoor Air Act and City Ordinance, *smoking is prohibited.*
9. The City of St. Paul Park and the City Council and staff assume no liability for loss, damage, injury, or illness incurred by the users of this facility. Individual/Organization is responsible for any damage to the building and facilities.
10. Person/organization is responsible for any damage to building and/or facilities.
11. The City of St. Paul Park reserves the right to request proof of insurance when it is determined to be in the best interest of the City.
12. Failure to conform to these policies and rules may be cause for forfeiture of future use privileges.

See specific facility sheet for additional rules and regulations.

Approved by the City Council on June 1, 2009.

Signed: 

Date: 6/1/09

Rules & Regulations

Marlyn DeForth Community Room

- The DeForth Room, entry corridor, restrooms and kitchen shall be available for use.
- No use of building will be permitted after 12 midnight except with Council approval.
- No smoking allowed.
- No alcoholic beverages allowed.
- Key may be picked up one business day prior and **MUST** be returned one business day after event.
- No posting or taping items onto walls
- Do not use permanent markers on white board – special markers available upon request.
- Television is off limits – please do not attempt to turn on
- Emergency phone is located in the entrance of the building and connects directly to Washington County Dispatch. Please use phone if you witness any damage to the facility or plumbing problems
- Set up and clean up must be done during the allotted time of the rental
- Applicant is responsible for cleanup:
 - ✓ Wipe down all surfaces and wash kitchen utensils used
 - ✓ Sweep floors, damp mop if necessary (use water only-chemicals will damage wax surface)
 - ✓ Return tables and chairs to proper place (stack extra chairs). Please use two people to move tables – do not drag
 - ✓ Properly dispose of all trash. Remove trash from Community Room and take home or dispose of in dumpster (located outside southwest corner of the Fire Hall)
 - ✓ Shut off all lights (including rest rooms)
 - ✓ Close and lock doors (Community Room and inside entrance)
- Applicant/organization is responsible for any damage to the building and/or facilities
- The City of St. Paul Park and the City Council and staff assume no liability for loss, damage, injury, or illness incurred by the users of this facility.
- Failure to conform to these policies and rules may be cause for forfeiture of future use privileges

Rules & Regulations Heritage Park Facilities

- Key may be picked up one business day prior to event and MUST be returned one business day after event
- Set up and clean up must be done during the allotted time of the rental
- An authorized supervisor is to be present at all times
- No use of facilities will be permitted after 12 midnight except with Council approval
- No smoking allowed inside building
- No alcoholic beverages allowed
- No open burning. Grills can be used – all coal must be extinguished before leaving
- Facilities must be cleaned and secured and equipment returned to proper place before leaving. *Please bring cleaning supplies to clean tables, chairs and floors. Failure to do so will result in City personnel cleaning them and consequently billing you.*
- Food is authorized within facilities and all trash must be cleaned up, removed and disposed of in dumpster or taken home
- Individual/organization will be held responsible for any phone charges accrued during the time they are using the building
- Pavilion and ball field use – individual/organization using facilities will be responsible for the bathroom being cleaned and locked before leaving
- Please notify Washington County Dispatch at 651-439-9381 if you witness any damage to the facility or plumbing problems
- Applicant/organization is responsible for any damage to the building and/or facilities
- The City of St. Paul Park and the City Council and staff assume no liability for loss, damage, injury, or illness incurred by the users of this facility.
- Failure to conform to these policies and rules may be cause for forfeiture of future use privileges