

# ST. MICHAEL CIVIC CENTER

## RENTAL GUIDELINES

### A. GENERAL RENTAL AND BOOKING INFORMATION

The City of St. Michael has this set of general guidelines and is for your information with respect to planning purposes and overall rules and regulations concerning the rental of any City building. Please note that this is not a set of established policies, but a draft and may be changed at any time. In the event of changes, permit applications will be notified accordingly. Rental agreements are approved and issued by the Rental Coordinator based on policies and guidelines established by St. Michael City Council.

***Our rooms are under 24/7 video surveillance.***

**Reservations/Payments:** All groups interested in using any city room, building or grounds must have an approved rental online confirmation prior to facility use. One contact person must be designated to make all arrangements. Arrangements specific to the event shall be coordinated through and confirmed with the Rental Coordinator prior to the event date. **Users are responsible to understand the contents of the guidelines, and ask for a copy. Guidelines are emailed during the online booking process.**

#### **Office Hours:**

Monday – Thursday 8:00am to 5:00pm **(payments due by 4pm)**

Friday 8:00am to 2:00pm **(payments due by 1pm)**

**New:** All rooms must be reserved by submitting an online request and completing the booking process with payment (online reservations have an automatic acceptance of our guidelines). All rooms must be paid in full with deposit at time of booking. If payment is not received by 4pm of the business day of your request, your booking will be cancelled. If you have requested space and our office is closed, please pay immediately the next business day or your request will be cancelled. Payment is confirmation that space has been booked. For online booking link and fee information, please visit our website under Room Rental at [www.ci.st-michael.mn.us](http://www.ci.st-michael.mn.us).

Weddings/receptions events are excluded from online booking and full payment at time of booking. Please contact Rental Coordinator to discuss dates. When booking your date for your wedding or reception, 50% of the room fee is due to confirm your space. This down payment is non-refundable. Final payment and deposit is due 30 days prior to your event date which becomes full loss of rental fee if cancelled within 30 days.

*Please note we do not rent the Senior Center for children's parties under the age 18 years. The Senior Center is not available for rental Monday-Thursday 8am-10pm or Friday 8am-4:30pm. The Craft Room is not available for rental Monday-Friday 8am-4:00pm. This is due to Senior Center exclusive use for activities.*

We accept Visa, MasterCard, Discover, American Express, check and cash for room fees. We can only secure payment over the phone with a credit card.

Renters must be 21 years of age or older. Please discuss with Rental Coordinator for exceptions for Wedding Events.

**Deposit:** All rooms require a deposit of \$250.00. All deposits are charged on a credit card only and refunded once inspection has been done to confirm no damage per Section D or for failure to clean per Section G. of guidelines. Deposit is due at time of booking, but may not be charged until 30 days prior to use.

**Transfer of Use:** Once a rental agreement has been authorized, the user cannot assign, transfer nor sublet to another party for use of the facility they have reserved. Violation(s) means forfeiture of any rental fees submitted to date for the specific permit applications, and can be denied future rental space.

Tobacco/Tobacco-type Use: The City of St. Michael is a smoke, tobacco and e-cig/vapor free facility. Please notify guests of this policy to avoid any inconveniences. Designated facility grounds (outside) are “preferred” areas for persons to smoke, use e-cig/vapor devices. These areas include the Chamber Room patio, Senior Center patio, employee entrance on the north side and the front entrance to the facility (away from the doors please). **NOTE: If tobacco products (cigarettes, cigars, chew etc.) are not disposed of in the containers provided outside and are littered on the ground, a cleaning charge of \$25.00 will be deducted from deposit. No illegal drugs or paraphernalia are allowed on City property.**

Rental Fees: The reservation fee(s) cover the use of the facilities according to the hours and location indicated on the rental agreement. **This permitted time is to include all setup/cleanup time required by the user.** Occupancy of the reserved facility before/after the time indicated on the rental form will result in full loss of damage deposit. Understand that there could be an additional renter before or after your event so timing your event is important.

Please see rental brochure for fees for non-wedding events. The City of St. Michael has special pricing for wedding and reception events. Please contact the Rental Coordinator for details.

The facility user is to schedule an appointment with the Rental Coordinator 30 days prior to your event to finalize details, provide event schedule, delivery items, number of people in attendance, and/or other pertinent information necessary to proceed with your event. Failure to comply with event details such as food, beverage, event attendance, decorating information that will comply with policies will be considered cancellation of event and monies paid.

Music: Music is to stop at 12:00 a.m. on Friday, Saturday and Sunday evenings, Monday through Thursday at 10:00 p.m., or 30 minutes before ending time stated on the facility agreement. Sound levels for facility areas are required to be controlled and maintained at a level appropriate for the room size and approved by management. This includes bands, DJs and other audio equipment.

Damage: In the event the user, any member of the user’s group, or contracted service causes damage at a city facility or property, or hinders the lawful use, by people not in the user’s group the City of St. Michael reserves the right to immediately cancel the Facility Use Agreement and the user and/or user’s group shall immediately vacate the premises and forfeit any payment made pursuant to this agreement. The City reserves the right to demand and receive full compensation for the unused reserved time or for damage to any City property. If compensation is not received, invoice will be sent with interest accumulating. Failure to properly clean the room rented is considered damage and will be deducted from deposit. See Section D.

Access: A key and/or card to enter and lock the facility will be assigned to you prior to the event. The key/card will need to be picked up during City Hall business hours Monday – Friday (see office hours below), and is available the week of your event. The City will not be there to open and lock up for the event; this is the responsibility of the user to pick up the access card or key. Failure to pick up the access card or key is considered cancellation of event. If the City is contacted after hours to access the facility a \$25 charge is deducted from damage deposit. The key is required to be returned within two (2) business days following the event. If a key/card is not turned or is lost, a \$25 charge will be deducted from the damage deposit. Frankfort Fire Station which is a keyed facility may require new locks and will be deducted from damage deposit.

The User shall permit the City’s officials, employees or agents to have access and to enter any City Building/Room at any time during an event.

**City Hall Hours: Monday-Thursday 8am-5pm and Friday 8am-2pm.**

Audio & Video Equipment Use: Chamber Room projection system is available for use for a fee. This must be pre-arranged and requires a meeting with City Staff on use. All cords including adapters/dongles must be provided by presenter/user. No charge for standard microphone/podium, wireless microphone or playing music from a device through our speaker system. It is not the responsibility of City Staff to arrange the appointment for proper use of

A/V equipment for user. If user fails to meet and understanding the function of equipment/system and staff is called to assist after hours, a \$25 fee will be deducted from deposit.

Priority of Use: The City shall have first priority for all governmental activities or emergencies. The priority for all other uses shall be determined as a first-come, first serve basis, pre-arranged and paid prior to use. The City has the right to restrict type of use in a given room or facility. Note: Frankfort Fire Station is limited in parking capacity. Public employees may not accept gratuities, tips, food, beverages, novelties, or gifts of any kind.

Facility Issues:

In case of a mechanical failure of facility equipment, the user will be notified by City Staff as soon as possible. The City of St. Michael shall have the exclusive authority to determine whether the facility or the room's environment is in usable condition and shall not be liable to user for the consequences of any cancellation other than to supply user with substitute rental time provided to the user. The City is not responsible for weather situations that arise or acts of God to warrant cancellation of events.

**Maximum Room Capacity:**

Frankfort Fire Station: 49 people	Chamber Room: 200 Full Room (table seating)
Crow River Senior Center: 50 people (32 Seated)	Chamber Room: 100 Split Rm (table seating)
Craft Room: 20 seated	J & B Group Conference Room: 14 seated
Gries Lenhardt Allen Library Room: 30 with training table 40 theater seating	MidWestOne Bank Conference Room: 8 seated

**B. DECORATING REQUIREMENTS**

Decorations: All decoration must be pre-approved by Rental Coordinator during the application process. Decorating is permitted **only** within the hours contracted on the facility use application. The facility user may not affix adhesives (tape) or pins to walls or post any signs, posters, banners or other items to be hung from the walls, ceilings or windows. Contact the Rental Coordinator for possible decorating ideas. 3M Command strip tapes are approved for use for decorating but must be discussed with Coordinator prior to use. Warning: if damage occurs when using the 3M Command strips by improper use or taking them off the surfaces (pulls paint off walls), compensation will be deducted from deposit. Use of the blue painter's tape is recommended. Failure to clean all decorations is considered misuse and subject to forfeiture of damage deposit if staff has to clean facility.

Confetti: This is **not** allowed (includes MYLAR confetti). The users' and customers' safety as well as maintenance are factors for this regulation. If it's shown that confetti was used, additional cleaning costs will be deducted from the deposit. Glitter is also not allowed in rooms with carpet. Please discuss if glitter will be used for the appropriate room use. If glitter is found to have been used, an additional cleaning fee will be deducted from damage deposit.

Balloons: Must be securely anchored and remain within the room unless approved by the Rental Coordinator. Exceptions will appear on the Facility Use Permit. If balloons "fly away" and we have to make arrangements to get them down, money will be deducted from the deposit.

Misc.: Two-sided carpet tape is **not** allowed on any surface due to its permanent adhesiveness. Bird seed, rice or bead-type materials are prohibited to be used as decorations and/or to be thrown in the air during celebrations. The users' and customers' safety, as well as, maintenance is the factor for this regulation. Candles may be used, but must be in an enclosed container such as lantern, hurricane glass vase, etc. (no open flame). Please discuss with Rental Coordinator. Note: Any decorations left behind after your event will be discarded by cleaners/staff. If City Staff cleans up decoration, money will be deducted from deposit for failure to clean. If you wish to keep decorations, please remove them by the end of the event. Any damage as a result of using candles, tape, 3M tabs is the

responsibility of the renter and restitution is required and taken from deposit, with additional costs invoiced if not covered by deposit.

We have a working relationship with the decorating company below. If you decorate yourself or use a decorating service, please make sure you meet with the Rental Coordinator to approve decorations that will be used. Personal liability insurance is required if ceiling draping is done by another company than with We've Got It Covered. You must supply your own ladder to reach the ceiling, and a minimum of 14 ft. ladder is required for safety reasons.

Decorator used:

Paula Paulson  
Artisan Wedding and Events  
Becker, MN  
Phone: 763-234-7991 or 763-263-9801

### C. CATERING & FOOD REQUIREMENTS

Catering: The facility user may arrange food service through one of the exclusive caterers listed. All food served needs to be prepared at a licensed, facility kitchen. All groups under 100 people may bring food in, but are limited to specific items to comply with Minnesota State Health Department regulations. Verification of the number of people may be asked. Please discuss with Rental Coordinator if you have questions. All events over 100 must provide food through our caterers to comply with the Department of Health standards—NO EXCEPTIONS. We may verify by confirming number of plates ordered. Please talk with the Rental Coordinator on groups fewer than 100 and food service. No other caterers are allowed to use our facility, even for groups under 100 people. Please ask for a list of caterers.

Prohibited: Red punch/pink frosting is prohibited (due to the artificial dyes) in any of the rooms/facilities in the city hall complex or properties. Red wines may be served in the Chamber Room/Senior Center, but if spills occur a cleaning fee may be deducted from your deposit. Food and/or beverages can only be served in the areas reserved by the user as approved in the reservation process and appearing on the permit, rental agreement or contract.

Inspection: The deposit will be held until a complete inspection of the kitchen facility and room(s) are complete. In the event, there is damage to the kitchen, room(s), and/or its contents, or failure to complete cleaning list to City's satisfaction, the City will use the deposit on file. Additional charges could apply if it is over the deposit.

Clean Up: It is the responsibility of the user for set up/clean up of rented space during the rented time only. For large events in the Chamber Room, cleaners are required. See Rental Coordinator for details. For smaller events (under 100 people) user may clean up after the event in any rented room. If Rental Coordinator or city staff is not satisfied, \$100.00 fee will be deducted from the deposit. Clean up expectations are located in each room and/or see Section G. Cleaning Requirements. It is the responsibility of the renter and the caterer to consolidate trash following food service and kitchen cleaning.

Coffee: Chamber Room rentals may use the 40-cup coffee urn located in the kitchen storage room. No filters required, bring your own coffee. Please rinse, dry and place back in box. Instructions are in box. Large capacity coffee maker is available for a \$10 charge and must be arranged in advance. Special filters are need for large capacity coffee maker in the catering kitchen. Regular filters may cause damage to the unit. All other rented rooms (including Senior Center) must provide your own coffee maker and coffee. Please **do not** use Senior Center coffee maker.

#### D. DAMAGES & CANCELLATIONS

Payment: See Section A, Reservations/Payments.

Deposit: See Section A, Reservations/Payments.

**Note: Weddings, large events, or events at the discretion of the Rental Coordinator on City grounds will have the deposit charged on a credit card and refunded after event is over when Rental Coordinator has confirmed that no damage occurred or extra cleaning for event was needed and access cards returned.**

Damage: Any damage(s) to facility and/or equipment must be reported to the Rental Coordinator or City Staff immediately. Phone numbers are listed on the access card that is issued. The facility user forfeits the damage deposit for improper use, vandalism, and damage to equipment or the facility caused by their use or guests. Below is a list of improper use, damage or vandalism that would constitute a deduction from the damage deposit. Note: This list is a “guide” of typical damage or improper use that occurs and is at the discretion of the Rental Coordinator and City Clerk/Administrator on what constitutes damage; additionally, not all items that constitute a loss of deposit are listed below and subject to change without notice.

Cigarettes/Cigar Butts littered on ground and not properly disposed in appropriate container provided.	Fee: \$25
Damage to wall(s) or paint (dents, scratches, chips).	Fee: \$50 per incident
Spills on carpet (depending on type of spill and may be subject to contractor quote on cleaning).	Fee: \$50 minimum or contractor’s cleaning fees
Damage to chair(s) or table(s)	Fee: \$250 or up to replacement cost
Audio video damage.	Fee: \$50 minimum or replacement cost
Additional cleaning beyond “basic” cleaning when hiring the cleaning service includes but not limited to: vomit, plugged toilets, beads/confetti on floor, trash littered around and left on tables, etc. See basic cleaning list located in storage room or Section G of guidelines.	Fee: \$100 minimum or contractor’s cleaning fees.

Deposits will not be reimbursed until all damage and fees can be calculated.

In case of mechanical failure of City equipment, the user will be notified by City Staff as soon as possible. The City of St. Michael shall have the exclusive authority to determine whether the facility surface or the room’s environment is in usable condition, and shall not be liable to user for the consequences of any cancellation other than to supply user with substitute rental time or other agreed upon resolution.

It’s in the best interest of the facility user to take photos of the room and its condition prior to use, especially if the room is rented before or after your event. The City will not arbitrate between users of the room regarding damage that has occurred. If an amicable settlement cannot be reached on damage that occurred, the City may take ½ of each user’s deposit. Our facility is under recorded video surveillance 24 hours a day, 7 days a week.

Cancellation: If you cancel 30-days or more from your event date you will be refunded 50% of the room fee. Rooms cancelled within 30 days of the scheduled event forfeit all monies paid. All cancellations must be in written form. Email is acceptable as written form but must be sent to [cityhall@ci.st-michael.mn.us](mailto:cityhall@ci.st-michael.mn.us), or [cblasing@ci.st-michael.mn.us](mailto:cblasing@ci.st-michael.mn.us).

## E. LIQUOR USE

Alcohol/Intoxicating Liquor: Will be provided by the exclusive caterers that are approved by the city under Catering Guidelines. Facility users for public or private events where there is a cost to enter the event, will be charging for alcohol, or private parties over 100 people are NOT allowed to bring in their own alcoholic beverages. Alcohol/intoxicating liquor may be served by the exclusive caterers (see list) which hold an on-sale liquor license in the City of St. Michael or adjacent city. The caterers have provided the City with a copy of the Liquor Liability Insurance and license with the State of Minnesota.

Security Officer: For all events in which alcohol/intoxicating liquor is being served or deemed necessary due to the nature of event, a security officer is required to be in attendance with a minimum of 4-5 hours. Please contact the Rental Coordinator for specific procedures regarding this requirement. Fees for security officer are subject to change without notice. We utilize the Wright County Sheriff's Department and other private security company; no other substitutes are permitted. **Security Officers will be arranged only by the City. No friends or relatives that work in law enforcement can be arranged or substituted.** Payment for security will be required at time of booking.

Serving: Beer, wine, and other alcoholic beverages may be served until 10:00 p.m. Monday through Thursday and 12:00 a.m. on Friday, Saturday and Sunday evenings. Consumption of intoxicating beverages must cease at the conclusion of the event or 12:00 a.m. on Friday, Saturday, or Sunday, whichever comes first. Final service of intoxicating beverages (last call) should be 30 minutes before consumption must cease. Alcohol must be served to the facility user, their host/hostess and bonafide guests that are of legal drinking age only. Violation and/or failure to adhere to all guidelines may result in denial of future rental agreements for the use of the facility and forfeiture of any fees submitted to date including damage retainer. If underage drinking or alcohol is found to be brought in and not served by caterer a forfeiture of damage retainer will be lost in full, plus a penalty of an additional \$250. This is at the discretion of the Rental Coordinator.

Areas: Alcohol/intoxicating liquor may be consumed only in area(s) stated on the rental agreement--Chamber Room, Senior Center, Frankfort Station and patio(s). No alcohol is allowed in restrooms, hallways, corridor and other rentable rooms. If this occurs, there will be loss of deposit.

Liquor Liability Insurance: When alcohol is provided for public events or there is a cost or ticket to enter, liquor liability insurance will be required. The amount of liquor liability can be no less than \$1,000,000 per occurrence. The City of St. Michael must be named as Certificate Holder and "Additionally Insured", and must be provided 30 days prior to the event.

Host Liability Insurance: For private events where alcohol will be served or when deemed needed by the Rental Coordinator. You can contact your homeowner's insurance to add your event date to your policy. The City of St. Michael must be named as Certificate Holder and "Additionally Insured" with the date of rental recognized and must be provided 30 days prior or event may be cancelled. Minimum coverage is \$500,000.

## F. KITCHEN

If you have the Chamber Room reserved, you will automatically have use of the kitchen facility at no additional charge due to the requirement of using our exclusive caterers.

Kitchen must be left in "clean" condition. Chamber Room, Senior Center, Frankfort Station have "limited kitchens" and not intended for proper preparation and fully cooked meals to be served. Licensed caterer must be used for proper health standards set by the Department of Health. Ask Rental Coordinator for specific requirements.

At this time, the City has limited coffee making capability in the kitchen and if large volumes are needed, you should be prepared to bring in your own. There is a fee to use our commercial coffee maker with special filters. Do not assume you can use filter from a standard coffee maker. This will damage the unit. See Catering & Food Regulations section.

All surfaces must be properly disinfected and wiped clean, floors swept and cleaned, items removed from the dishwasher and sinks, range and microwave cleaned and disinfected, and garbage removed, lights off, etc. Please follow kitchen cleaning protocol for all users. Any additional cleaning that is not completed a fee of \$25 will be deducted from the damage deposit, and may restrict future use.

Only licensed caterers on our list are allowed to use oven/range for cooking use. If it shows that the renter, other than one of our licensed caterers have used the range/oven, future rentals will be restricted or prohibited and loss of full deposit.

User must bring all necessary items needed, such as utensils, bowls, plates, cooking and baking ware, etc. The City is not responsible for items left behind. No items will be stored of any kind (utensils, food, linens, etc.), items that are found will be discarded. Storage room is for City and Senior Center storage only.

When key/card is picked up for facility use, the Rental Coordinator will give you a tour of the catering kitchen facility and show appliance functions. If renting the Senior Center or Frankfort Station and utilizing any of the kitchen equipment, please use a "common-sense" approach on equipment use.

All rules apply in the "limited" kitchen areas of the Senior Center and Frankfort Station. A tour of the kitchen area at those sites are limited due to location and staff levels, please ask for more information or to see the facility.

Please report any issues with appliances to the Rental Coordinator immediately.

## G. CLEANING REQUIREMENTS

Cleaning is the responsibility of the renters/users unless arrangements and payment for cleaning service have been made with the Rental Coordinator. Make sure you have scheduled enough time for cleaning which must be within your rented time, no exception! Cleaning requirements are located in each room and are subject to change without notice. If cleaning is not satisfactory to city staff, money shall be taken from the damage deposit to satisfy the breach of contract in the amount staff feels covers the necessary staff time to coordinate additional cleaning.

### Cleaning Fees:

Chamber Room: \$100.00-\$150.00

All Other Rooms: \$50.00 per room

Note: No balloons or decorations left of any kind. If balloons aren't anchored and float to ceiling, there is a charge for removal from damage deposit. Remember, your balloons that float may not want to be in wedding photos!

Chamber Room: Cleaning list located on the Storage Room door. Cleaning consists of, but not limited to:

- Wiping tables and chairs.
- Vacuuming carpet.
- Mopping rubberized floor area.
- Shut down overhead projections if used.
- Garbage/recycling out to dumpster and garbage bags replaced.
- Cleaning kitchen. (See Section F Kitchen)
- Patio cleaned (check for cigarettes on ground)
- Wipe bar cart if used.
- Turn lights off and make sure doors are secure.
- Tables/chairs arranged as layout indicates: 6 tables with chairs, plus 6 rows of 15 chairs facing council desk.

Senior Center: Cleaning list hanging on wall. Cleaning consists of, but not limited to:

- Wiping tables and chairs.
- Vacuuming carpet. (electric broom)
- Mopping rubberized floor area.
- Table and chairs arranged to diagram specs.
- Patio cleaned (check for cigarettes on ground)
- Wipe down counter area.
- Garbage out to dumpster and bags replaced.
- Turn lights off and make sure doors are secure.

Craft Room: Cleaning list on counter. Cleaning consists of, but not limited to:

- Wiping tables and chairs.
- Sweeping rubberized floor area.
- Garbage out and place in hallway garbage container and replace bag. *Note: Pizza boxes and large food containers must be brought to dumpster on east side of building (pond side).*
- Wipe down counter area.
- Wipe up spills.
- Turn lights off and make sure doors are secure.

Library Room: Cleaning list on counter. Cleaning consists of, but not limited to:

- Wiping tables and chairs.
- Sweep floor with electric broom.
- Clean white board if used.
- Garbage out and place in hallway garbage container and replace bag. *Note: Pizza boxes and large food containers must be brought to dumpster on east side of building (pond side).*
- Wipe down counter area.
- Wipe up spills.
- Turn lights off and make sure doors are secure
- Turn off projection system if used and place cords in drawer with remote. Close screen.

Conference Rooms:

- Clean white board if used.
- Take out garbage and place in can by entrance.
- Turn off TV screen, if room consists of one.

Frankfort Station: Cleaning list on the refrigerator. Cleaning consists of, but not limited to:

- Wiping tables and chairs.
- Sweeping floor area.
- All garbage must be emptied including bathroom after every rental. This is to keep ants under control.
- Empty out refrigerator. Items left behind will be discarded immediately.
- Wipe down counter area.
- Wipe up spills and mop if necessary.
- Turn lights off and make sure door is secure. Key must be returned to City Hall during business hours.

**ACKNOWLEDGEMENT:**

By continuing the online booking process and payment for the room(s) or grounds, I have read and agree to abide by the guidelines and procedures related to the booking of a reservation and use of a room(s) and grounds at any St. Michael Civic Building. I, the User, will indemnify, defend, and hold the City of St. Michael, its officials, employees or agents harmless as a result of any bodily injury to any person(s) occurring as a result of the use of the facility or property, claim, demand, action or suit relating to any loss (including death) or property damage caused by, arising out of, related to or associated with the use of any Civic Building by the User or by the User's guests or invitees, except to the extent caused by the sole negligence, gross negligence or willful misconduct of the City or its officers, employees or agents.