



POLICY REGULATING THE USE OF CITY HALL CHAMBERS FOR MEETINGS AND SMALL EVENTS

PURPOSE

The purpose of this policy is to make the City Hall Chamber facility available to organizations for the benefit of residents of Eagle Lake. It is the intention of the City Council to regulate the use of the facility in such a manner as to allow for maximum public benefit, to rent the facility in an equitable manner, and to provide the facility for the public to use at the lowest possible price.

FEES

CLASSIFICATION AND PRIORITY USERS:

- Group 1: The City of Eagle Lake Council, official boards and commissioners.
- Group 2: Area Civic and non-profit organizations.
- Group 3: Private meetings.
- Group 4: Private parties (such as birthday/graduation party; home-based business parties; crafting gatherings; etc.)

RENTAL RATES:

- Group 1: No Charge
- Group 2: No Charge
- Group 3: Residents fee: \$25.00 per day; Non-resident fee: \$50.00 per day
- Group 4: Residents fee: \$100.00 per day; Non-resident fee: \$150.00 per day

All Groups: \$250.00 Damage Deposit Required

AVAILABILITY

- Monday - Friday 5:00 p.m. to 10:00 p.m.
- Saturday 9:00 a.m. to 10:00 p.m.
- Sunday 9:00 a.m. to 5:00 p.m.

PROCEDURE FOR APPLYING

Use of the City Hall facility will be handled so far as possible on a first-come, first-serve basis. Groups reserving the facility must understand it may be necessary for them to relocate their meeting in the event the facilities are needed for municipal government purposes.

RULES AND REGULATIONS

- A. Groups may provide their own non alcoholic beverages and light refreshments provided they dispose of all refuse properly and clean up after usage. Dark colored beverages which are more likely to stain are not allowed, such as red and grape colors.
- B. The use of intoxicating liquor and non-intoxicating malt liquor beverages is prohibited in the City Hall facilities.
- C. Pursuant to the Minnesota Clean Indoor Air Act, smoking is prohibited.
- D. The City assumes no liability for loss, damage, injury or illness incurred by the users of the facility.
- E. The individual representing the organization using City Hall facilities, i.e., person signing the application, shall be responsible for:
 - 1. Proper disposal of all beverages, cups, paper, etc.; rearrangement of furniture.
 - 2. Shutting off all lights.
 - 3. Reporting, repairing, or replacing, any damage or loss of City facilities or equipment within 24 hours of the meeting.
 - 4. Returning the keys City Staff.
- F. Organizations canceling reservations or “no shows” may be given lower priority for future requests.
- G. Failure to conform to these policies and rules may be cause for forfeiture of future use privileges.
- H. The City reserves the right to cancel reservations at any time.
- I. Cancellations: Proper notification (48 hour notice) must be given to the City Hall Staff in order to secure a refund. If a group or individual does not cancel the facility reservation 48 hours in advance refunds will not be issued and the rental fee is forfeited. If a group or individual fails to show up for the reserved/scheduled events refunds will not be issued and the rental fee is forfeited.

CITY OF EAGLE LAKE

APPLICATION & AGREEMENT FOR USE OF CITY HALL FACILITIES

DATE OF APPLICATION: _____

NAME OF APPLICANT: _____

NAME OF ORGANIZATION: _____

CONTACT PERSON (IF DIFFERENT):

ADDRESS:

Street City State Zip Code

PHONE: HOME _____ BUSINESS _____

PURPOSE FOR THE FACILITY WILL BE USED:

DATE(S) FACILITY REQUESTED: _____

HOURS FROM: _____ TO: _____

THE APPLICANT, ITS AGENTS, EMPLOYEES AND MEMBERS:

1. Agrees to indemnify, defend and hold the city harmless from and against any damage, liability or claim of any person or entity for injury to person or property or death arising in any way out of the use of the facility by Applicant, his or its officers, directors, guests, members, employees, agents or assignees.

2. Agrees that the City shall not be liable for damage to the property of any person or entity participating in the activities applied for herein, nor shall it be liable for the death or injury of any such person or entity occurring as a result of the use of the facilities as applied for herein.
3. Agrees to pay for all damages to City property or equipment over and above normal wear and tear.
4. Assumes full responsibility for the conduct of the group during the time this facility is being used.
5. The Applicant agrees that it shall have the primary responsibility to supervise the use of the premises, and the conduct of all those on the premises. The City of Eagle Lake is not responsible for supervision of the premises during the period of Applicant's use. In the event that the City, acting through its agents or employees shall decide that the premises are not being properly supervised the City may, but shall not be required, to take control over the premises and take whatever steps shall be deemed necessary and proper to safeguard any individuals present, as well as any property of such individuals or the City.
6. Agrees not to serve alcoholic beverages on City property.
7. Smoking is not permissible within the Facilities.
8. Agrees to leave the premises in substantially the same condition as they were upon arrival.
9. Understands that the City of Eagle Lake reserves the right to cancel this agreement in the event of emergence or of conflicting use.

I have reviewed the fees, ordinances, rules, regulating and policies, in particular the "Application & Agreement for Use of Eagle Lake City Facilities" which pertain to and govern the use for which this application is made.

Signature of Applicant

Date

Approved by:

City Administrator

FOR OFFICE USE ONLY

FEES:	Room Rental (\$ ____ @ # ____ days)	\$ _____
	Damage Deposit	\$ _____
	TOTAL AMOUNT DUE	\$ _____

Date of Damage Deposit return: _____

Key Distribution #: _____

Date of Return Key: _____