

Schedule C

Old City Hall & Training Center Rental Policy

Meeting rooms at the Old City Hall and the Training Center may be reserved on a first-come, first-served basis to groups primarily serving the needs of the community. Such groups include civic improvement organizations; cultural and artistic groups; school, service and social welfare groups; and other groups not excluded by this policy. Such groups are exempt from fees once a month for usage of the rooms during working hours. Children's groups may use rooms provided that the meeting is supervised by adult sponsors.

A phone for local calls is provided in the Council Chambers and the lobby of the Public Safety Facility. Smoking is prohibited throughout city buildings. Meeting rooms are not available on Sundays or holidays, unless special permission is obtained from the City Administrator. Alcoholic beverages are prohibited throughout city property. Programs may not disrupt the use of the old city hall/training room by others. Any group that is disruptive/disorderly will be asked to leave.

Available Rooms

Training Center: 125 person capacity.

Training Center is available:

8:00 a.m. to 4:30 p.m. (business hours),
4:30 pm to 9:00 p.m. (after hours) Monday through Friday,
8:00 a.m. to 9:00 p.m. Saturday (after hours).

The training center has a kitchen/serving area that includes a refrigerator, microwave, oven/range and sink. A podium, tables, chairs, VCR, DVD, LCD Projector, and sound system microphones are available.

Old City Hall: 40 person capacity.

Old City Hall is available:

8:00 a.m. to 4:30 p.m. (business hours)
4:30 pm to 9:00 p.m. (after hours) Monday through Friday,
8:00 a.m. to 9:00 p.m. Saturday (after hours).

A podium, tables, chairs, VCR, and DVD player are available.

Equipment needs to be indicated on the rental form or city staff needs notification of equipment needs at least 24 hours in advance of the event.

Fees

See the fee schedule.

Free use of the facility is limited to one free rental per month. Refer to the fee schedule for the rental rate for additional days per month. The City retains the right to deny the free rental if deemed an abuse of the policy, or if the party renting the facility has not followed the agreement in prior rentals.

Reservation Procedure

To reserve a room, complete the *Old City Hall & Training Center Rental Form* deliver it to the receptionist at the Administrative Services for old City Hall rentals and to staff at the front counter at the Police Department for Training Center rentals. The form can also be emailed, faxed or mailed. The form needs to be completed annually for organizations using the facility periodically through the year. The form and fee shall be submitted within seven (7) days of making the reservation. After the request has been reviewed, staff will confirm the booking if the use falls within policy guidelines and the room is available. The City staff will confirm or deny the request as soon as possible. Rental requests are not authorized until the form has been officially approved and City staff has advised the requesting party/organization.

Cancellations must provide 24 hour notice to receive a refund.

Fax: City Hall 218-729-3620 Police 218-729-1201

Mail Address: City Hall 5105 Maple Grove Road, Hermantown, MN 55811

Hermantown Police Department 5111 Maple Grove Road, Hermantown, MN 55811

Website: www.hermantownmn.com

If there is a request that this policy does not cover, it will be referred to the City Administrator. Previously scheduled city related meetings will take precedence over any other group's meeting request.

Agreement by User

Each group will pay for all damages to any city property resulting directly or indirectly from the conduct of any member of the group or any of its guests.

Each group is responsible to clean the facility after use. Cleaning supplies will be available for use by each group. If the user/group demonstrates an abuse of this agreement by not cleaning the facility rented, the City can deny future rentals by that user/group.

Each group will hold harmless the City of Hermantown from and against any and all liability, which may be imposed upon them, or for any injury to persons or property caused by the group on any person in connection with a meeting.

The City of Hermantown assumes no responsibility whatsoever for any property placed in Old City Hall/Training Center in connection with a meeting; and that the City of Hermantown is hereby expressly released and discharged from any and all liability for any loss, injury, or damage to persons or property which may be sustained by reason of a meeting.

Law enforcement and fire protection training and emergency situations shall have priority usage of the public safety facility training center.

Exclusions

Fundraising, by either profit or non-profit groups, is not allowed. However, planning and training for fundraising by recognized local community service agencies is permitted. Exceptions may be made for city sponsored events and programs presented by groups affiliated with the city.

Programs involving the sale, advertising, or promotion of products or services are not permitted.

Programs intended to recruit persons for later fee based programs are not allowed.

Programs intended to promote or create business opportunities are not permitted.

Activities or programs charging admission for attendance are not allowed. The only exception to this rule will be when paid registration fees are necessary to cover expenses for short term seminars held in cooperation with the city or payment of fees for non credit educational institutions or organizations. In either case, special permission must be obtained from the Mayor or City Administrator.

Religious services are not permitted.

Group activities involving more than normal wear and tear on the meeting room are not allowed.

Labor groups other than City of Hermantown municipal employees are not permitted.

Political groups are not allowed.

Any for-profit business meetings unless classified as in-house training.

A return use by a group that has abused the facilities or regulations in an earlier use of the meeting room is not permitted.

Exempted Organizations

Senior Citizen group

Schedule D

Passive Park Pavilion Rental Policy

Reservations must be made 14 calendar days in advance of the day requested for rental. A rental form must be sent to the City Administrative Services Offices. Payment is required prior to receiving the key.

Phone 218-729-3600 Fax 218-729-3620

Mail Address: City of Hermantown 5105 Maple Grove Road, Hermantown, MN 55811

Website: www.hermantownmn.com

The picnic shelter can be rented for one of two daily periods 11:00 AM to 3:00 PM and 4:00 PM until 8:00 PM, Monday through Sunday.

See the fee schedule for the rental rates.

No gas grills or open fires are allowed inside the shelter. (Charcoal Grills are available on site.) All charcoal fires must be fully extinguished before leaving the site.

No vehicles are allowed inside the park. Special permission is required for loading, unloading, and handicap accessibility. Key is required (and must be returned). If the key is not returned the renter is responsible the cost of replacing the lock and additional keys.

No fireworks of any kind are allowed.

Alcohol is not allowed in any City Park without prior City Council approval.

No loud speakers are allowed.

Refuse that does not fit in the containers provided must leave the site.

Failure to comply with any of the above mentioned rules and regulations may result in the denial of future rentals. Each group will pay for all damages to any city property resulting directly or indirectly from the conduct of any member of the group or any of its guests. Each group will hold harmless the City of Hermantown from and against any and all liability, which may be imposed upon them, or for any injury to persons or property caused by the group on any person in connection with a meeting.