

APPLICATION

*Applicant or Organizations desiring to use the City of Mountain Rental Building facilities must complete an application and submit it to the City Desk along with the security deposit and fees. **This application shall be submitted at least 30 days prior to the date for which reservation is requested with the exception of unforeseen circumstances.** Those seeking the use of intoxicating beverages are required to contact the City Office, without exception, 30 calendar days prior to the event. The City Administrator will advise the requesting applicant of the status of their application request as soon as possible.*

Name of Applicant: (Applicant is responsible for building use)							
Contact Person: (if different than applicant:)							
Mailing Address: City/St/Zip:							
Phone Number(s); Home, Work, and/or Cell							
Resident of Mountain Iron (Circle One :)	Yes No						
Facility Requested: (Circle One)	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Community Center</td> <td style="width: 50%;">Library Club Room</td> </tr> <tr> <td>Nichols Town Hall</td> <td>Senior Center</td> </tr> </table>	Community Center	Library Club Room	Nichols Town Hall	Senior Center		
Community Center	Library Club Room						
Nichols Town Hall	Senior Center						
Community Center Room Requested: (Circle One)	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Wacootah Room</td> <td style="width: 50%;">Iroquois Room</td> </tr> <tr> <td colspan="2" style="text-align: center;">Both Wacootah & Iroquois Rooms</td> </tr> <tr> <td colspan="2" style="text-align: center;">Mountain Iron Room (Council Chambers)</td> </tr> </table>	Wacootah Room	Iroquois Room	Both Wacootah & Iroquois Rooms		Mountain Iron Room (Council Chambers)	
Wacootah Room	Iroquois Room						
Both Wacootah & Iroquois Rooms							
Mountain Iron Room (Council Chambers)							
Kitchen Use: (Circle One)	Yes No						
Type of Event: (Be Specific)							
Day(s) & Date(s) of Use:							
Hours of Use: Be specific. Each day. (allow for set-up & cleanup)							
Deposit Amount & Fees:	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Deposit:</td> <td style="width: 33%;">Fee(s):</td> <td style="width: 33%;">Date Paid:</td> </tr> </table>	Deposit:	Fee(s):	Date Paid:			
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If event is Non-profit – Provide Tax ID Number:	
Estimate Number In Attendance: (Max. Cap. is 350 people)	
Number of tables/chairs needed: (Community Center Only)	Rectangle Tables Round Tables # of Chairs
For Community Center Use Only:	Complete attached diagram and return ASAP
Name of Caterer: Provide License:	
Name of Professional Decorator:	
For Wedding Rentals Only	Names of Bride and Groom after marriage:
Name of Music Provider	
Will Intoxicating Beverages Be Used?	YES NO SERVING or SELLING (Circle One) (Circle One)
Proof of Applicants Liability Insurance: (If serving alcohol)	Attach Copy of Homeowner's Policy
Name of Business Providing Alcohol:	
Proof of Liquor License of Alcohol Provider:	Attach Copy
City Council Approval of Selling Liquor by Alcohol Provider:	Date:

HOLD HARMLESS AGREEMENT FOR CITY BUILDING USAGE

I, (the "Applicant") _____, understand and acknowledge the risks and hazards associated with using the City of Mountain Iron Rental Buildings (the "Facilities"). The Applicant hereby assumes any and all risks and hazards associated therewith.

The Applicant shall defend, indemnify and hold harmless the City and its officials, employees, and agents from any liabilities, judgments, losses, costs or charges (including attorneys' fees) incurred by the City or any of its officials, employees or agents as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss or property damage caused by, arising out of, related to or associated with the use of the Facilities by the Applicant or by the Applicant's guest or invitees, except to the extent caused in whole or in part by the sole negligence, gross negligence or willful, wanton or intentional misconduct of the City or its officers, employees or agents.

The Applicant agrees to pay the City for any physical damage to the Facilities or its contents during the event. The Applicant also agrees to replace or pay the cost of replacement for any missing items.

Applicant Signature	
Signed Date	
Approved by the City Administrator	
Approval Date	
Confirmation Sent By & Date Mailed	
Deposit Refund Check No. & Date Mailed	

Please return this form to:
City of Mountain Iron
8586 Enterprise Drive South
Mountain Iron MN 55768

City Hall (218-748-7570 FAX (218)748-7573
Email: cwainio@ci.mountain-iron.mn.us
Visit our web site at
www.mtniron.com

The City of Mountain Iron Community Center Kitchen Use Policy

**ST. LOUIS COUNTY DEPARTMENT OF HEALTH
REGULATIONS FOR MOUNTAIN IRON COMMUNITY CENTER
KITCHEN USE**

1. Food served out of the community center kitchen must be **completely prepared** in the kitchen.
2. Only a **licensed caterer(s)** is allowed to **serve food out of the kitchen** that has been prepared off site.
3. The general public **may not** bring in prepared food **and** serve it out of the kitchen.
4. The general public **may** bring in prepared food and serve it in the Wacootah or Iroquois rooms; however, this food cannot be stored or served in the kitchen service area.
5. Off-site prepared food (i.e. casseroles, Jell-O salads, vegetable salads, etc.) cannot be brought into the kitchen area, stored in the refrigerator, or heated using the ovens. Cutting/serving bars, cake or desserts not prepared in the kitchen **is not allowed** in the kitchen. Mixing of beverages (i.e. punch) is not allowed; however, pop may be stored in the refrigerator.
6. When using the services of a licensed caterer, the City of Mountain Iron shall be provided with a copy of the St. Louis County Department of Health or State of Minnesota food handling permit.
7. The City of Mountain Iron will not be liable for any health related problems due to food served in this facility.

I hereby acknowledge the above restrictions.

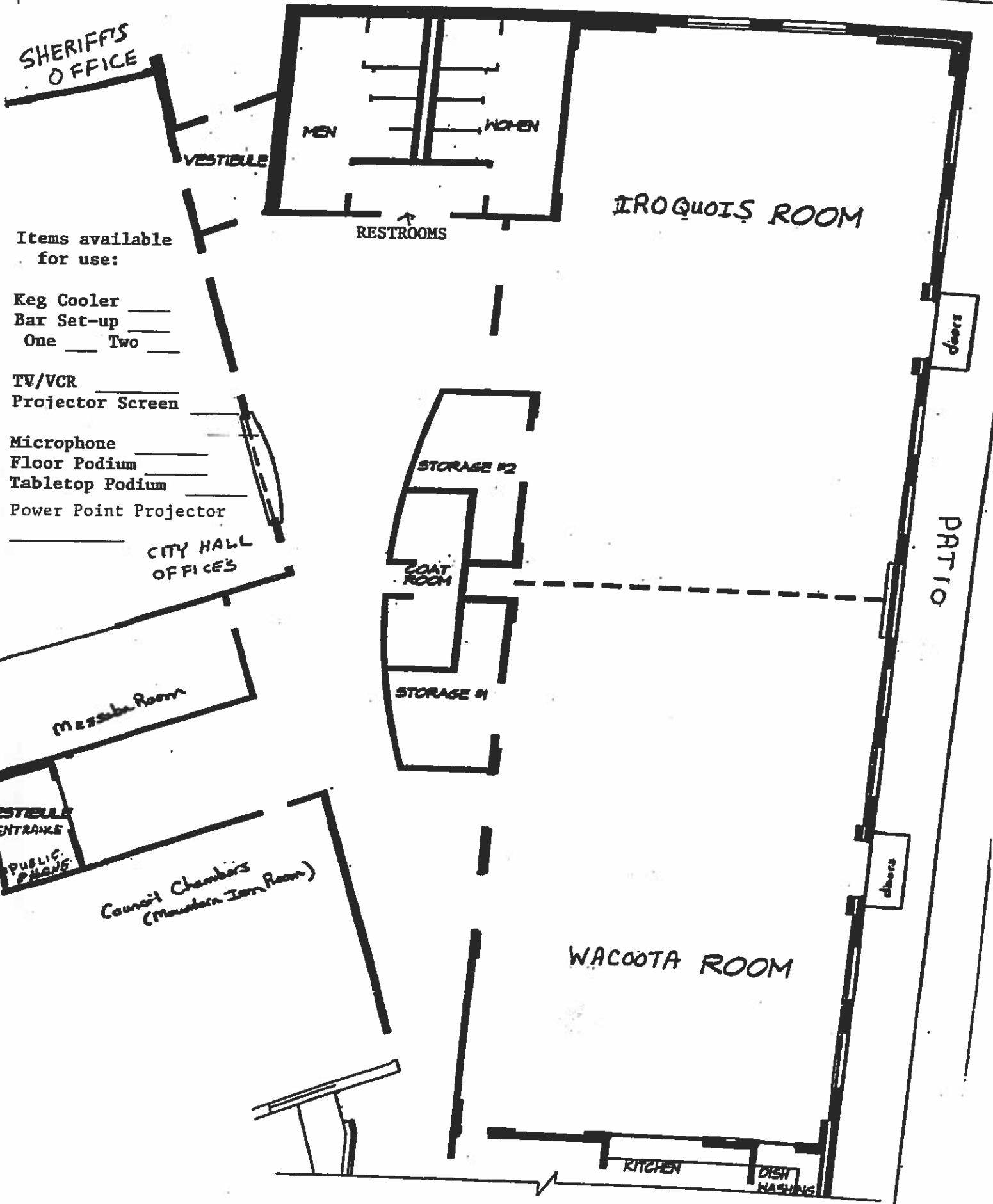
Signature of Applicant & Date Signed

(25) 60 round tables
(30) 8' rectangle tables

Diagram Table + Chairs Set-Up

MOUNTAIN IRON COMMUNITY CENTER

Seating for 350



Items available for use:

Keg Cooler _____
Bar Set-up _____
One _____ Two _____

TV/VCR _____
Projector Screen _____

Microphone _____
Floor Podium _____
Tabletop Podium _____
Power Point Projector _____

**SYNOPSIS OF RULES TO REMEMBER
WHEN RENTING THE COMMUNITY CENTER BUILDING:**

1. THE APPLICANT IS ULTIMATELY RESPONSIBILITY FOR ANY DAMAGES INCURRED WHILE USING THIS FACILITY.
2. MAKE SURE ALL EXTERIOR DOORS IN THE BUILDING ARE LOCKED WHEN LEAVING.
3. WIPE OFF THE TABLES USING THE DISINFECTANT SPRAY PROVIDED.
4. MAKE SURE ALL LIGHTS IN ALL OF THE ROOMS ARE TURNED OFF.
5. MAKE SURE THE STOVES & OVENS IN THE KITCHEN ARE SHUT OFF.
6. THROW OUT ALL YOUR GARBAGE INTO THE LARGE BLACK CANISTERS OUTSIDE.
7. SWEEP THE FLOOR. MOPPING NOT REQUIRED.
8. NO TABLES OR CHAIRS ARE ALLOWED OUTSIDE THE BUILDING.
9. DO NOT "PROP" OPEN ANY **DOORS**. This impacts the efficiency of the heating and ventilation systems.
10. ONLY MASKING TAPE IS ALLOWED ON WALLS AND FLOORS. NO SCOTCH OR DUCT TAPE IS ALLOWED. NO "HANGERS" OF ANY KIND ARE ALLOWED.
11. NO DECORATIONS MAY BE HUNG or attached to the CEILING.
12. NO LADDERS, lifts or aerial devices of any kind are allowed.
13. DO NOT DRAG TABLES OR CHAIRS ACROSS THE FLOOR. LIFT THEM UP IF YOU NEED TO MOVE THEM.
14. Damages will RESULT IN a reduction or **FORFEITURE OF YOUR DEPOSIT**.
15. NO FOOD MAY BE SERVED OUT OF THE KITCHEN SERVICE AREA UNLESS IT WAS PREPARED IN THE KITCHEN. NO FOOD MAY BE STORED IN THE KITCHEN/REFRIGERATOR UNLESS IT WAS PREPARED IN THE KITCHEN.
16. IF DISHES ARE BROKEN, PLEASE LEAVE ON THE COUNTER SO WE MAY REORDER THE NECESSARY REPLACEMENTS.
17. PLEASE READ THE ORIGINAL POLICY FOR ADDITIONAL DETAILS.
18. LOADING AND UNLOADING OF SUPPLIES AND/OR EQUIPMENT MUST BE DONE AT THE FRONT ENTRANCE ONLY. DO NOT BLOCK THE ENTRANCE. PLEASE DO NOT USE THE SHERIFF'S ENTRANCE, this entrance is for law enforcement purposes only. DURING BUSINESS HOURS, PLEASE USE THE WACOOTAH ROOM ENTRANCE IF USING BOTH ROOMS.
19. KEEP NOISE TO A MINIMUM WHEN THE CITY OFFICES are open. Keep the commons area clear.

POLICY ESTABLISHING GUIDELINES, FEE SCHEDULES, DAMAGE DEPOSITS, & BUILDING USAGE PARAMETERS FOR CITY OF MOUNTAIN IRON BUILDINGS

PURPOSE

The Mountain Iron Community Center, Senior Center and Nichols Town Hall were all designed, constructed and financed principally with public funds to serve as a multi-purpose activity centers for the general public. Since public funds made these facilities possible, the public is encouraged to use the Mountain Iron Community Center, Senior Center and Nichols Town Hall. The following guidelines are official City Policy designed to promote orderly and harmonious use of these public facilities.

USAGE

The Mountain Iron Community Center, Senior Center and Nichols Town Hall are available for public meeting purposes such as, but not limited to, municipally orientated groups such as City Councils, Boards/Commissions, Council sponsored committee/focus groups, or other municipal related activities. The Mountain Iron Community Center, Senior Center and Nichols Town Hall will also be available for other public and private meetings across the broad spectrum of civic related activities including but not inclusive of, religious, service, social, fraternal, or other non-profit organizations whose membership provide service and support to the community at large. Additionally, the Mountain Iron Community Center, Senior Center and Nichols Town Hall will be available for private parties, weddings, reunions, chamber business meetings, and certain other for profit commercial enterprises like sports shows, home shows, flea markets, festivals, dances, etc. providing these functions do not interfere with public use. Use of the lobby area in the Community Center should be limited so as not to disturb City operations.

AVAILABILITY

The Mountain Iron Community Center, Senior Center and Nichols Town Hall facilities have been constructed to be multi use. Portions of, or the entire facility are generally available weekdays from 7:00 A.M. to 11:00 P.M. except for those hours for which the facility has been scheduled for use, and Friday, Saturday and Sunday from 7:00 A.M. to 1:00 A.M. Permission may be granted by the City Administrator's Office for variation from this schedule.

RULES AND REGULATIONS

Any group or organization using the Mountain Iron Community Center, Senior Center or Nichols Town Hall facilities for the purpose of convening a public meeting must conform with Open Meeting Law requirements pursuant to State of Minnesota Statutes.

No group or individual(s) shall be discriminated against with respect to use of Mountain Iron Community Center, Senior Center and Nichols Town Hall facilities because of race, color, religion, sex, national origin, physical condition, or age; providing however, that in some cases residents of the City of Mountain Iron shall be given preference. The City of Mountain Iron reserves the right to refuse rental to any person or group.

The City of Mountain Iron assumes no liability for loss, theft, damage, injury or illness incurred by the users of the Mountain Iron Community Center, Senior Center and Nichols Town Hall.

Pursuant to the Minnesota Clean Indoor Air Act smoking is prohibited in the Mountain Iron Community Center, Senior Center and Nichols Town Hall.

Pursuant to Minnesota Liquor Law Statutes, use of alcohol beverages is permitted under certain circumstances, providing all licenses, insurance and indemnification clauses are provided for by the user. Those seeking the use of intoxicating beverages are encouraged to contact the City Administrator's Office at least four (4) weeks prior to the event. The City of Mountain Iron reserves the right to require the use of security at the, expense of the renter, at any event where alcohol is served or at any event where the City Council feels it is appropriate.

While use of decorations is allowed, use of tacks, nails, or staples for hanging any decoration is not allowed on any wall surface. Masking tape only is an acceptable means of securing decorations. Use of "scotch tape" is prohibited, along with other sticky substances that would mar or mark the surface. Decorations of any kind are prohibited to hang from the ceiling or lights of the facility.

The use of ladders, of any kind, is prohibited inside or outside of City buildings unless approved by the City Administrator and a Certificate of Insurance listing the City as additionally insured according to the Subcontractors Insurance Policy. The Subcontractors Policy will be provided upon request.

Any group or organization shall utilize City supplied cleaning supplies and be responsible for cleanup and closure activities including:

- Building users are requested to contact the City prior to an event so that set-up requirements and layout are clarified. The City prefers that City Staff perform the set-up and take down of tables and chairs. The City will return them to the storage area.
- Cleaning of kitchen area thoroughly, hot water, soap and cloths are provided to do a good job. Clean sinks, stoves, refrigerator and counter tops. Remove all personal items, including leftovers, before leaving.
- Sweeping of areas used is required. Mopping is not required and will be done by the City of Mountain Iron.
- Washing all tables and any chairs that have spillage of any kind-on them.
- Washing and storage of all dishes, cups, glasses, and silverware.
- Removal of all decorations and disposal of all garbage in the dumpster located near the Building.
- Building users are required to empty all trash receptacle and place all bagged trash into the black dumpster located outside on the west side of the building.
- Driving on the patio at the Community Center is strictly prohibited.
- Use of building equipment (chairs, tables, etc.) off of City property is strictly prohibited. NO tables or chairs are allowed outside of the building.
- Closing all windows that have been opened.
- Double check to see that all lights, ovens, and stoves are turned off and that all doors are locked.
- Return keys to the Administrator's Office located at the Mountain Iron City Hall during normal business hours.

- Reporting, repairing, or replacing, any damage or loss of facilities or equipment within 24 hours of activity.

A complete inspection of the Mountain Iron Community Center, Senior Center or Nichols Town Hall facilities will be done the next day or as soon as possible to determine if everything is in order. If everything is in its place and no damage occurred your damage deposit will be returned.

1. A Liquor License cannot be transferred to the Community Building for one day for the purpose of selling alcoholic beverages. A liquor license is granted for the address of the business.
2. Liquor cannot be sold without a license. A temporary (Up to 3 days) license can be granted by the City Council. The Council will set the fee and may or may not require dram shop insurance. This temporary license is only for religious, non-profit, or charitable organizations, not for private citizens. Application for this license must be made through the Administrator's Office.
3. If alcoholic beverages are given away, no license or dram shop insurance is necessary.
4. For a private party - no license or dram shop is required.
5. BYOB- consumption and display license not required if a private party.
6. BYOB sponsored events by a Business, Religious, Non-Profit, or charitable Organization must have a C. & D. Permit. Application will be made through the Administrator's office by the sponsoring organization.
7. Proof of liability insurance will be required for any event other than monthly meetings, which will be covered under the City Insurance Policy.
8. If holding a class reunion, etc. a general liability insurance policy of \$300,000.00 should be obtained.
9. Weddings are automatically covered under homeowner's policy (personal liability).

The City Administrator is authorized by the City Council to schedule and control the use of the Mountain Iron Community Center, Senior Center or Nichols Town Hall facilities in accordance with this policy, including rental charges to help defray operational expenses for non-governmental use.

The City or Mountain Iron reserves the right to require a City approved overseer; to oversee any event within a facility covered by this policy.

The City of Mountain Iron shall deny the use of any of the facilities to any individual, group or organization that is not current with any payments due the City of Mountain Iron, including utility payments.

Failure to comply with guidelines or rules established by the City Council regulating the use of public facilities would be cause for the forfeiture of future use privileges.

APPLICATION PROCEDURE

1. Use of the Mountain Iron Community Center, Senior Center or Nichols Town Hall facilities will be handled so far as possible on a first come, first serve basis.

2. Reservations will be accepted by telephone or email; however, a completed application shall be submitted within one week of the reservation. If a written application is not received, the reservation will be voided.
3. Application forms may be obtained from the Administrator's office staff during normal office hours, or be mailed to the applicant.
4. Applicants are responsible for the building. Resident may not apply for a non-resident for the benefit of a lower rental rate. The applicant must be a part of the event being held.
5. Application blanks shall be fully completed by requesting organizations and returned to the Administrator's office at least ONE MONTH prior to the scheduled use with the exception of unforeseen circumstances. Those seeking the use of intoxicating beverages are encouraged to contact the City Administrator's Office at least five (5) weeks prior to the event.
6. The purpose of the sponsoring organization's, group's or individual's program shall be accurately described when a reservation is requested. Any advertising or publicity shall clearly state the purpose of the program.
7. The applicant must contact the Administrator's office staff, to arrange entrance into the facility, during normal business hours the day of the reservation or by 2:00 P.M. Friday *if* the use is on a Saturday or Sunday.
8. Set-up a day prior to an event is allowed if the building is open and a \$25 fee is paid or may be reserved in advance at the usual rate.

A damage deposit fee is required at the time of application by the applicant. MI rental fees must be paid during regular business hours to the City Administrator's office staff, City Hall, Mountain Iron, Minnesota. Payment must be made prior to the event. Cancellation must be made 30 days in advance of the event or your deposit will be forfeited.

The damage deposit will be held by the City and returned upon satisfactory inspection of the premises and inventory checklist. The damage deposit covers any physical, structural, or other related damages to the facility itself it does not cover theft of equipment (i.e. tables, chairs, kitchen inventory, memorabilia, etc.). The City of Mountain Iron does retain the right to file a claim beyond damage deposit in order to recover or replace these items.