

POLICY ESTABLISHING GUIDELINES, FEE SCHEDULES, SECURITY DEPOSIT & BUILDING USAGE PARAMETERS FOR CITY OF MOUNTAIN IRON BUILDING RENTALS

PURPOSE

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

USAGE

The City of Mountain Iron Rental Buildings 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 City of Mountain Iron City Council, Boards and Commissions and City Events shall have first priority in using the City of Mountain Iron Rental Buildings. The City of Mountain Iron Rental Buildings will also be available for other public and private meetings across the broad spectrum of 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 City of Mountain Iron Rental Buildings will be available for private parties, weddings, reunions, chamber business meetings, and certain other non-profit enterprises like benefits, banquets, fund raisers, sports shows, home shows, festivals, dances, etc. providing these functions do not interfere with City business. NO rummage sales, flea markets, “used goods” or “second hand” sales are allowed at the Community Center, Senior Center or Library Club Room. NO sub-contracting of any rented area of the building or renting space FOR PROFIT is allowed. NO Wholesale or Retail Enterprises or “Home-Based” Businesses are allowed to use the buildings for profit. The Nichols Town Hall is the only City building allowing sales for personal profit. Applicants are allowed to use the Nichols Town Hall only once during the year for profit. Use of the lobby area in the Community Center must be approved by City Staff and should be limited so as not to disturb City operations during business hours. Inquire at the City Desk for specific details.

AVAILABILITY

The City of Mountain Iron Rental Buildings has been constructed to be multi use. Portions of, or the entire facility are generally available Sunday through Saturday from 7:30 a.m. until 12:00 a.m. Cleanup is allowed until 1:00 a.m. Reservations may be made up to 18 months in advance of the event.

RULES AND REGULATIONS

Any group or organization using the City of Mountain Iron Rental Buildings for the purpose of convening a public meeting must conform to the Open Meeting Law requirements pursuant to State of Minnesota Statutes. No group or individual(s) shall be discriminated against with respect to use of City of Mountain Iron Rental Buildings 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 facilities are available to any individual age 21 or older at the time of the application.

The City of Mountain Iron does not waive building use fees or deposits.

The City of Mountain Iron assumes no liability for loss, theft, damage, injury or illness incurred by the users of the City of Mountain Iron Rental Buildings. Pursuant to the Minnesota Clean Indoor Air Act smoking is prohibited in any City of Mountain Iron building.

While use of decorations is allowed, use of tacks, nails, or staples for hanging any decoration **IS NOT** allowed on any wall, painted or stained surface. **Masking tape is the only acceptable means of securing decorations.** Use of “scotch tape” is prohibited, along with other sticky substances that would mar or mark the painted or stained surfaces. Decorations of any kind are prohibited from hanging from the ceiling or lights of the facility.

RULES AND REGULATIONS continued

The **applicant is responsible** for providing access and scheduling to decorators, caterers, musicians, or delivery people into the building. During business hours the applicant must inform these people of the building use policy. The City of Mountain Iron accepts no liability for allowing access to the building during or after business hours.

Candles must be contained in a drip-proof holder so the wax will not be able to fall onto the tables, chairs or floor.

The use of ladders, lifts or aerial devices of any kind is prohibited inside or outside of City buildings.

The City of Mountain Iron will not be responsible for any losses/problems due to electrical or mechanical equipment failure or power outages that may occur when the building is rented.

Any individual, group or organization shall utilize City dispensed cleaning supplies and be responsible for cleanup and closure activities for the portions of the building rented.

Applicants of the Community Center are to provide a diagram and discuss set-up requirements with city building maintenance personnel at least one week prior to the event. The other City rental buildings have standard set-ups that can be changed by the applicant, but must be returned to the standard position after use. All applicants using the Community Center kitchen must meet with the City building maintenance person prior to kitchen use.

The City requires that City Staff perform the set-up and take down of tables and chairs at the Community Center. The City will return them to the storage area.

Outside entrance doors **MUST BE KEPT CLOSED** to ensure proper operation of the heating /cooling systems. Failure to do so will result in forfeiture of your deposit.

Interior doors to the rental rooms are required to remain closed by Fire Code.

Loading and unloading is to be done at the Main Entrance only. Caterer's may use the kitchen entrance but cannot leave the door open. The Sheriff's entrance is for law enforcement business only.

The kitchen area must be cleaned thoroughly. Hot water, soap and cloths are provided to do a proper job. Clean sinks, stoves, refrigerators and counter tops. Remove all personal items, including leftovers, before leaving. The City accepts no liability for anything remaining in the building beyond the rental period. Any leftover food items will be immediately disposed.

Sweeping of floor areas is required. Mopping is not required and will be done by the City Staff.

Wash, with the provided cleaning solution, all tables and clean all chairs. Soiled or damaged chairs will be cleaned or replaced at applicant's expense.

Wash and store all dishes, cups, silverware and cooking equipment in their appropriate place.

Remove all decorations and empty all trash receptacles in the black dumpsters located outside, near the building. All decorations, including contractor items such as band or music items, must be removed when you leave the building.

Driving on the patio, lawn or non-paved areas around 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 such as on the patio.

Windows should remain closed at all times.

RULES AND REGULATIONS continued

Turn off all lights, ovens, stoves, etc. **MAKE SURE TO LOCK ALL THE BUILDING DOORS.**

The entrance key must be returned, within 24 hours following the event, to the City Desk located at the Mountain Iron City Hall during normal business hours, Monday – Friday from 7:30 a.m. to 4:00 p.m., or keys may be placed in the City’s utility bill payment boxes that are located outside the building entrance.

Report, repair, replace and document any damage of facilities or loss of equipment within 24 hours of activity.

A complete inspection of the City of Mountain Iron Rental Buildings will be done the next day or as soon as possible after the event. Any missing property, damage or repairs required to the building will be deducted from the security deposit. Any damage over the security deposit will be billed to the applicant at the actual repair costs. Security deposits will be returned after the City Council has approved the reimbursement usually within two or three weeks.

LIQUOR AND INSURANCE

Pursuant to Minnesota Liquor Law Statutes, use of alcoholic beverages is permitted under certain circumstances, providing all licenses, insurance and indemnification clauses are provided for by the Applicant. Those seeking the use of intoxicating beverages are required to contact the City Administrator’s Office at least 30 calendar days prior to the event.

The City of Mountain Iron reserves the right to require the use of security, at the expense of the applicant, at any event where alcohol is served or at any event where it may be necessary or appropriate.

The holder of a retail on-sale intoxicating liquor license may dispense intoxicating liquor at a social affair held in the City buildings **ONLY** with the City Council’s permission. The applicant and license holder must request permission at least 30 calendar days prior to the social affair scheduled and the license holder must provide the City office with a copy of their liquor license and appropriate insurance.

Proof of liability insurance covering the City Rental Building for the event will be required for any event serving alcoholic beverages. A current copy of the applicant’s Homeowners Policy or Rental Policy must be provided to the City at least 14 calendar days prior to the event. A minimum amount of \$300,000.00 in general liability insurance is required.

The City of Mountain Iron reserves the right to require a City approved overseer; to oversee any event within a facility covered by this policy at the applicant’s expense.

The City Administrator is authorized by the City Council to schedule and control the use of the City of Mountain Iron Rental Buildings in accordance with this policy, including rental charges to help defray operational expenses use at any time.

Governmental units or subdivisions, with approval, will not be charged rental fees during the normal work week and City business hours on Monday through Thursday. Evening and Weekend rental (Friday - Sunday) will be charged at the fee scheduled rate.

Any overtime required/incurred for a non-city related problem will be billed to the applicant at the actual cost.

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 such as utility payments, taxes etc.

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 City of Mountain Iron Rental Buildings will be handled on a first come, first serve basis with preference given to City of Mountain Iron government entities.
2. Reservations must be made 30 calendar days **prior** to the scheduled use with the exception of unforeseen circumstances (i.e. funerals etc.).
3. Informal reservations will be accepted by telephone or email. **In order to guarantee the reservation a completed building use application along with the paid fees and security deposit must be received within ONE WEEK of making the informal reservation.** If a written application and associated fees are not received the reservation will be cancelled.
4. Application forms may be obtained from the City Desk during normal office hours, Monday – Friday, 7:30 am to 4:00 pm, on the City’s website www.mtniron.com or by mail to the applicant upon request.
5. The Applicant signing the application and hold harmless agreement is responsible for the building fees, damage deposit and insurance requirements. Residents may apply for a non-resident relative but will be responsible for the building according to the policy. The Applicant must be a part of the event being held.
6. The purpose of the sponsoring organizations, 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. Non-profit organizations must provide/show proof of their tax ID number on the application.
7. **The applicant must pick up the facilities entrance key by 2:00 p.m. on the day prior to their scheduled event or by 2:00 p.m. on Friday if it is a scheduled weekend event.**
8. The City of Mountain Iron Rental Building policy for the Community Center requires a three day rental for wedding receptions to allow for set-up the day before and clean-up the day after the event.
9. The City Administrator will advise the requesting applicant of the status of their application request as soon as possible by sending them an approved or denied copy of the application.

SECURITY DEPOSIT

A security deposit and rental fees are required at the time of application by the applicant. The security deposit shall be paid by the applicant and will be returned to the applicant. All fees must be paid during regular business hours at the City Desk at the City Hall in Mountain Iron, Minnesota. Building rental cancellation must be made 14 days in advance of the event or your security deposit and rental fees will be forfeited.

The security deposit will be held by the City and returned upon satisfactory inspection of the premises and inventory checklist. The security 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 the security deposit in order to recover or replace these items. The security deposit will also be forfeited for failure to adhere to the building use parameters.

FEE SCHEDULES

SENIOR CENTER	Resident No- Kitchen	Resident Kitchen	Non- Resident No- Kitchen	Non- Resident Kitchen	Security Deposit
Individuals/Groups	\$25.00	\$50.00	\$50.00	\$100.00	\$100.00
Non-Profit Organizations or Fundraiser	\$25.00	\$50.00	\$50.00	\$100.00	\$100.00
For-Profit Businesses	\$50.00	\$100.00	\$100.00	\$200.00	\$100.00
NICHOLS TOWN HALL	N/A	Resident Kitchen	N/A	Non- Resident Kitchen	Security Deposit
Individuals/Groups Non-revenue Generating	N/A	\$25.00	N/A	\$ 70.00	\$100.00
Individual/Group Revenue Generating	N/A	\$70.00	N/A	\$120.00	\$100.00
Non-Profit Organizations or Fundraiser	N/A	\$40.00	N/A	\$ 70.00	\$100.00
For-Profit Businesses	N/A	\$70.00	N/A	\$120.00	\$100.00
COMMUNITY CENTER WACOOTAH <u>or</u> IROQUOIS ROOM	Resident No- Kitchen	Resident Kitchen	Non- Resident No- Kitchen	Non- Resident Kitchen	Security Deposit
Individuals/Groups	\$25.00	\$50.00	\$50.00	\$100.00	\$200.00
Non-Profit Organizations or Fundraiser	\$25.00	\$50.00	\$50.00	\$100.00	\$200.00
For-Profit Businesses	\$50.00	\$100.00	\$100.00	\$200.00	\$200.00
COMMUNITY CENTER WACOOTAH & IROQUOIS (BOTH ROOMS)	Resident No- Kitchen	Resident Kitchen	Non- Resident No- Kitchen	Non- Resident Kitchen	Security Deposit
Individuals/Groups	\$50.00	\$100.00	\$100.00	\$200.00	\$200.00
Non-Profit Organizations or Fundraiser	\$50.00	\$100.00	\$100.00	\$200.00	\$200.00
For-Profit Businesses	\$150.00	\$250.00	\$250.00	\$300.00	\$200.00
COMMUNITY CENTER MOUNTAIN IRON ROOM (Council Chambers)	Resident	N/A	Non- Resident	N/A	Security Deposit
Individuals/Groups	\$25.00	N/A	\$50.00	N/A	\$200.00
Non-Profit Organizations or Fundraiser	\$25.00	N/A	\$50.00	N/A	\$200.00
For-Profit Businesses	\$50.00	N/A	\$100.00	N/A	\$200.00
LIBRARY CLUB ROOM	Resident	N/A	Non- Resident	N/A	Security Deposit
Individuals/Groups	\$10.00	N/A	\$25.00	N/A	\$100.00
Non-Profit Organizations or Fundraiser	\$10.00	N/A	\$25.00	N/A	\$100.00
For-Profit Businesses	\$25.00	N/A	\$50.00	N/A	\$100.00

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:	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)	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center;">Rectangle Tables</td> <td style="width: 33%; text-align: center;">Round Tables</td> <td style="width: 33%; text-align: center;"># of Chairs</td> </tr> </table>	Rectangle Tables	Round Tables	# of Chairs			
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?	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center;">YES</td> <td style="width: 33%; text-align: center;">NO</td> <td style="width: 33%; text-align: center;">SERVING or SELLING</td> </tr> <tr> <td style="text-align: center;">(Circle One)</td> <td></td> <td style="text-align: center;">(Circle One)</td> </tr> </table>	YES	NO	SERVING or SELLING	(Circle One)		(Circle One)
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	
Works	
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

**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.