

CITY OF RAMSEY

MUNICIPAL CENTER CONFERENCE ROOM RENTAL POLICY



BACKGROUND:

The Ramsey Municipal Center, located at 7550 Sunwood Drive NW in Ramsey, houses the administrative and police functions of the City of Ramsey. The Municipal Center also serves as a location for various public meetings of the City Council, Committees, Boards and Commissions. Visit the City's website at www.cityoframsey.com or call 763-427-1410 for current meeting schedules.

The Ramsey Municipal Center contains five (5) conference rooms available for use by the public or outside organizations. Municipal Center conference rooms are not available for banquet purposes, or any like event.

PURPOSE:

The purpose of this policy is to establish written rules, regulations, definitions and a fee schedule that shall guide the use and rental of available conference rooms.

AVAILABLE CONFERENCE ROOMS:

The following conference rooms may be available for public use:

- Alexander Ramsey Room Seating Capacity 100
- Lake Itasca Room Seating Capacity 40
- Mississippi River Room Seating Capacity 10
- Rum River Room Seating Capacity 10
- Trott Brook Room Seating Capacity 10

Please note food is only allowed in the Alexander Ramsey and the Lake Itasca Rooms. Food is not allowed in the Mississippi, Rum River or Trott Brook Rooms.

- Council Chambers Seating Capacity 92
 - The Council Chambers may be used for Candidate Forums at no charge contingent upon the forums being open to the public. Any other circumstance involving the Council Chambers or public forums in general within the Municipal Center must be approved in advance by the City Administrator as he or she stipulates said terms and conditions of use.

REGULAR HOURS AND DAYS OF USE:

The Ramsey Municipal Center conference rooms are available for use by the public:

- Monday - Thursday: 7:00 a.m. - 9:00 p.m., and
- Friday: 7:00 a.m. - 4:30 p.m.

After hour and weekend use will be approved at the discretion of the Building Maintenance Supervisor and must be approved in advance of fourteen (14) days prior to event. After hour fees apply as shown within the Additional Fees Chart below. For more information, please contact the Building Maintenance Supervisor at 763-433-9815.

Conference rooms are not available when the Municipal Center is closed in observance of the following holidays:

New Year's Day, Martin Luther King, Jr., President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, (and the day after Thanksgiving Day), Christmas Eve and Christmas Day.

ELIGIBLE USERS:

Eligible users are broken down into two (2) groups: 1) non-profit/youth organizations and 2) the general public.

- 1) **Non-profit organizations/Youth Organizations:** The City of Ramsey recognizes 501c3 groups or non-profit groups that provide significant service to and for the City. These are charitable, governmental, or tax-exempt organizations that are formed for the purpose of fulfilling a mission to improve the common good of society rather than to acquire and distribute profits. Examples of non-profit and governmental organizations include (but are not limited to): youth organizations, 4-H Clubs, Lions Clubs, Rotary Clubs, Beyond the Yellow Ribbon, religious institutions, government institutions, educational institutions and student study groups, senior citizen clubs, etc. With the exception of student study groups, proof of local non-profit 501c3 status is required.

Free community seminars on products or services that a business sells shall not constitute non-profit status for renting rooms in the Ramsey Municipal Center. For example, free insurance educational training from an insurance firm; these types of businesses shall be considered for-profit.

- 2) **General public:** This includes anyone who does not fall under the non-profit organizations/youth organizations groups. In cases where it is unclear whether a group or organization merits a certain status, the City of Ramsey personnel shall determine. Proof of local non-profit status, driver's license and/or additional information may be requested to assist in this determination.

The general public is also classified by resident and non-resident users. In all cases, the physical sale or transaction of goods or services is not allowed within the Municipal Center for any user.

a. Resident:

- Valid I.D. such as a driver's license or other proof of residency.
- A civic group, organization, business, industry or school with its physical facilities located within the City limits.
- A representative of a youth organization, community school, or church wherein at least fifty (50) percent of the participants are Ramsey residents or which have provided significant benefit and service to and for the City.

- b. **Non-Resident:** Any person, civic group, organization, business, industry, church or school not residing or having physical facilities located within the City limits of Ramsey.

APPLICATION:

Municipal Center conference room applications can be found on the City's website at www.cityoframsey.com and must be filled out and submitted a minimum of seven (7) days prior to the proposed date of rental. Meetings that occur outside of regular business hours, as listed above, require a minimum of fourteen (14) days prior to the proposed date of rental. In the event your preferred date is not available, an alternate date will be offered. This also applies to any discrepancy in a reservation.

Governmental functions normally are scheduled at a minimum of three (3) days in advance. However, this requirement may be waived if the need is significant or an emergency exists. Governmental functions may supersede any other users with or without reservations if 1) three (3) days' notice is given; or 2) there is no other practical alternative. An attempt should be made, as practicable, to find other alternatives and give three (3) days' notice whenever possible.

The permit to utilize a room within the Municipal Center is valid only for the date, time and person specified in an approved application. Groups may not occupy a room longer than their reserved time frame.

When scheduling your reservation, please schedule extra time to allow for your set-up and to check that the room is in good operating order with adequate tables and chairs available. Test electrical outlets if needed; please be aware that overloading any outlets may trigger a circuit to break. Items such as glue, glitter, permanent markers, confetti and the like, are not allowed without prior staff approval.

FEES:

- 1) **Rental Fees:** In order to meet the coordination, facilitation and maintenance costs which result from continued use of these facilities, the below fee schedule has been developed. The City Administrator reserves the right to waive rental fees for distinct situations at his/her discretion.

Ramsey Municipal Center Conference Room Rental Fees			
Rates are Per Hour /2 Hour Minimum Rental / 30 Minute Increments Thereafter			
	Youth Organizations/ 501c3 Groups	General Public	
		Residents	Non-Residents
Alexander Ramsey and Lake Itasca Rooms	\$15.00	\$45.00	\$65.00
Other Conference Rooms	\$15.00	\$25.00	\$45.00

Additional Fees			
	Youth Organizations/ 501c3 Groups	General Public	
		Residents	Non-Residents
After-Hours/Weekend Hourly Fees	\$100.00	\$100.00	\$100.00
Coffee Service Per Pot	\$5.00	\$5.00	\$5.00
Damage Deposit (Every Room & Every User)	\$100.00	100.00	\$100.00

2) Additional Fees:

After-hour/weekend hourly Fees:

After hour and weekend use will be approved at the discretion of the Building Maintenance Supervisor, and must be approved in advance of fourteen (14) days prior to event. For more information, please contact the Building Maintenance Supervisor at 763-433-9815.

Coffee Service: Coffee service is available in the Alexander Ramsey Room and Lake Itasca Room. The fee for use is set annually by City Council resolution. Coffee must be purchased from the City for use in the coffee service. Outside percolators, coffee pots, or similar equipment may not be brought in for use in the meeting rooms. No storage of equipment is allowed in the meeting rooms or kitchens by outside groups.

Damage Deposits:

A refundable damage deposit will be charged to all groups using the City’s conference rooms. Damage deposits are due at the time of reservation. Full payment for the reservation fee is due two (2) weeks prior to the event. If reservations are made less than two weeks in advance of the event, full payment is due at the time of the reservation. If payment is not received at the time the reservation is made or two weeks prior to the event, whichever is later, the reservation will be canceled and any damage deposits will be refunded.

Damage Deposit Policy:

If an organization has recurring meetings and meets four (4) or more times per year in the same or similar room, one damage deposit can be submitted for all meetings. Deposits may be kept for up to three (3) years, after which time a new deposit is required and the prior deposit will be refunded. If any organization meets three (3) times per year or less, individual damage deposits will be required per each rental date.

The need for additional cleaning or other maintenance could result in the City's retention of all or a part of the damage deposit.

Damage deposits are not held. If a deposit is made by check, they are deposited and a check from the City is issued at the time of refund. The deposit will be refunded upon satisfactory inspection of the condition of the facility. To ensure the return of the full deposit, please complete the following:

- General clean-up of the room and wiping down tables is the group's responsibility. Please be courteous that the room is in clean condition for the following renter.
- All trash and recycling should be thrown away in the correct bins.
- Remove all banners, tape, balloons and signage used during your reservation.
- Put back chairs and tables as they were when you arrived.
- Ensure that no damage or vandalism occurs in the room during your reservation.

PRIORITY OF USE:

The need to conduct City business takes precedence over any reservation. Reservations will be rescheduled, if possible, or refunded if City business replaces the said reservation. All remaining reservations will be accepted on a first-come, first-serve basis upon receiving a completed application and payment.

RULES OF USE:

ALCOHOL/SMOKING: All municipal facilities are alcohol and smoke-free. Consuming alcohol or smoking is not permitted in the Municipal Center or Municipal Parking Facility.

ARTS AND CRAFTS: No glue, hot glue guns, glitter, permanent markers or such items, are allowed in conference rooms.

AUDIO VISUAL EQUIPMENT: Please contact the IT Department at 763-433-9827 at least two (2) days in advance prior to your event for the use of City owned audio and visual equipment. All equipment should be used for its intended purpose.

CANCELATION POLICY: There will be no refunds made due to inclement weather. However, full refunds will be available for cancellations made at least five (5) working days (Monday - Friday) prior to the scheduled event. No refunds will be issued if cancellation is made less than five (5) working days prior to the event.

CHILDREN: Children need to be supervised at all times by an adult and never left alone outside of conference rooms. Noise from within conference rooms should be kept low enough so as not to be heard out in the hallways.

CLEAN-UP AFTER USE: General clean-up of conference rooms is the responsibility of the applicant. If any item such as confetti or similar is thrown in a conference room, your group is responsible for cleaning up said material. All trash and recycling should be deposited in the correct bins. Additionally, if a conference room is not cleaned up, the cost the City incurs will be assessed to the applicant from their deposit.

FIREARMS: All firearms must be pre-approved with a permit before they are allowed on the premises. For more information, please contact the Police Department at 763-427-6812.

FOOD AND BEVERAGE IN MEETING ROOMS: Food and beverages may only be served and/or consumed in the Alexander Ramsey Room and the Lake Itasca Room. Food may not be consumed in the remaining conference rooms (Rum River Room, Mississippi River Room, or Trott Brook Room) or approval for food may be granted by the Building Maintenance Supervisor at 763-433-9815 on a case-by-case basis.

LIABILITY FOR DAMAGE: All users of conference rooms are liable for any damage to public or private property or injury to any person resulting from the use or presence within the building. If damage is found, the group will forfeit the deposit and pay the cost of all damages and repairs needed. A conviction of vandalism can result in a \$1,000 fine and/or ninety (90) days in jail.

PETS AND ANIMALS: No pets or animals are allowed into the Municipal Center or conference rooms. Animals will only be allowed if needed for health reasons.

POSTERS: Posters may be hung around the Municipal Center on the day of the event for directional purposes. This must be coordinated with the Building Maintenance Supervisor and blue painters' tape must be used.

FEES: Fees will be reviewed and adjusted periodically by Council resolution.

SEVERE WEATHER/EMERGENCY PROCEDURE: In the event of an emergency and/or severe weather, building maintenance staff has the authority to suspend all activity and evacuate all individuals to the Police Department Locker Rooms, which is the official emergency shelter for the Municipals Center.

STORAGE: The Ramsey Municipal Center is not to be used for the storage of equipment or supplies for organized groups or the general public. Items, equipment and supplies must be removed after each meeting.

USE OF CANDLES: Candles are not allowed in the Municipal Center, including conference rooms.

USE OF FURNITURE AND EQUIPMENT: Furniture: Chairs and tables may not be moved within the conference rooms in which they are located, with the exception of the tables in the Alexander Ramsey Room. Please do not lock the tables in place. City staff will not perform room set-up duties for outside users. All furniture should be used for its intended purpose. If the furniture is in use prior to and during the event, it may not be used at the event (e.g., a table holding a display or appliance may not be used for some other purpose.)

This Facility Use and Rental Policy was adopted by Ramsey City Council on September 27, 1994, amended on May 27, 2003, amended November 14, 2006, amended January 23, 2007, amended May 22, 2007, amended July 27, 2010, amended February 26, 2013, amended August 8, 2016, amended November 27, 2018, amended August 5, 2019, amended July 31, 2020, and amended February 14, 2023.