**Deerwood Auditorium Rental Rules and Regulations**

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**City of Deerwood, Minnesota**

**Auditorium Rules and Regulation**

The City of Deerwood, Minnesota (the “City”) has adopted the following Deerwood Auditorium Rental Rules and Regulations concerning the rental of the City’s Auditorium to a member of the public or a group (the “User”) for an “Event.” These Rules and Regulations will be incorporated by reference into any contract between the City and a User. The User of the Facility agrees to inform all persons attending the vent concerning the Rental Rules and Regulations.

1. **Reserving the Auditorium.** To reserve the Auditorium, the User must submit a Deerwood Auditorium Application (the “Application”) to the City Clerk at least 45 days prior to the Event. Applications will not be accepted more than one year in advance of the Event. Applications will be accepted during the City’s regular business hours.

2. **Deerwood Rental Agreement**. After the City has approved an Application, the User must enter into a written Deerwood Rental Agreement (the “Agreement”) with the City.

3. **Security Deposit**. A security deposit of $500.00 must accompany the Application. The deposit will be returned if the Application is denied or if the Event is cancelled for any reason by the City or the User. If the Application is approved, the deposit will be returned to the User within fifteen (15) days after of the Event if there is no damage to the Auditorium or its contents. The key to the building must be returned prior to any deposit refunds. There is a $100.00 lost key charge. The City may withhold a portion or all of the deposit if the User does not adequately clean the Auditorium following the Event. The amount of the deposit does not limit the liability of the User for any damage or loss caused by the User or the User’s guests and invitees.

4. **Rental Fee.** The City charges the following rental fees for use of the Auditorium:

* Flat fee for 4 hours $50.00 plus tax.
* Flat fee for 8 hours $125.00 plus tax
* Flat Fee for weekend event $400.00 plus tax. Thursday 5:00 p.m. to Sunday 5:00 p.m.

The rental hours include the time necessary for set up and clean up. If the Auditorium is available, the City, in its sole discretion, may allow the User to set up the day before the Event.

The rent is due before receiving the key to the Auditorium for the Event. If the User remains in the Community Center past the ending time stated in the Agreement, the additional rent must be paid within seven (7) days after the Event.

5. **Priority of Use**. The City shall have first priority for all governmental activities. The priority for all other uses shall be determined on a first-come, first-served basis.

6. **Kitchen/Food.** Users may provide their own food and beverage or utilize a professional caterer. If the kitchen is used, all dishes, pots, pans, glassware, silverware and other utensils must be supplied by the user. The kitchen is not equipped with these items.

7. **Cancellation/Refund Policy.** For cancellation requests received by the City at least 10 days prior to the Event date, no rental fee shall be due. For cancellation requests received less than 10 days prior to the Event date, one-half of the rental fee shall be due. All cancellations must be submitted to the City Clerk in writing. The City reserves the right to cancel the Event. If the City cancels the event, the User shall be entitled to a full refund of any rent paid. Any refund of the rental fee shall be paid to the User within fifteen (days) of the cancellation date.

8. **Maximum Capacity.** The maximum capacity of the Auditorium is 410 persons. Under no circumstance shall the number of persons at an Event exceed the maximum capacity.

9. **Alterations**. The User shall not make any alterations to the Auditorium without the written consent of the City. Alterations include any items that shall be hung, glued, taped or in any other way affixed to the walls, ceiling, floor, windows or light fixtures of the Auditorium.

10. **Building Access.** The Auditorium will be available for access at the time reserved and keys will be available at City Hall the day before the Event. If the Event is on a Friday, Saturday or Sunday, keys must be picked up no later than 4:00 p.m. on the Thursday before the Event. The User shall ensure that everyone is out of the building before leaving and is responsible for locking the Auditorium following the Event. Doors shall be unlocked and left open during the time of the event.

11. **Access by City**. The User shall permit the City’s officials, employees or agents to have access and to enter the Auditorium at any time during the Event.

12. **Designated Area.** Only the area designated in the Auditorium Rental Application may be used. Any offices or other private areas are off limits.

13. **Clean Up**. The User is responsible for leaving the Auditorium in as good or better condition than found. All tables and chairs must be wiped off to remove all traces of any spills and returned to proper storage facilities. All floors must be swept and mopped. All glasses, cups, and paper shall be removed. All items in the kitchen shall be returned to an orderly condition and all countertops shall be wiped clean. The sink shall be rinsed and cleaned. Coffee grounds, food, or any unsafe items shall not be placed into sinks. All light switches shall be turned off. The User must empty all garbage into the dumpster on the side of the Auditorium. Cleaning supplies are in the cleaning closet

14. **Entertainment.** All hired entertainment must be pre-approved by the City.

15. **Security.** All Events shall be operated and supervised to the satisfaction of the City. The City requires that a City of Deerwood Police Officer for events serving alcohol be present at the Event. User will be the cost at a rate of $36.00 per hour. It is the User’s responsibility to contact the Police Chief at 534-3399 when the contract has been approved.

16. **Minors.** If persons under age 18 will be present at the Event, there must be at least one adult present for every 10 minors.

17. **Admission Fee.** The User may not charge an admission fee, sell tickets or solicit donations at the Auditorium without the express written permission of the City.

18. **Smoking.** Smoking in the Auditorium is prohibited at all times.

19. **Law/Ordinances.** The User must comply with the laws of the State of Minnesota and City ordinances. The City has the right to terminate use of the Auditorium during any Event if the User violates any State laws or City ordinances. All fees shall be forfeited when an Event is terminated for this reason. Any difficulties during the permitted event shall be immediately reported to the local law enforcement agencies.

20. **Alcohol Policy.** The possession, use or sale of alcoholic beverages is permitted in the Auditorium only under the following conditions:

* No alcohol may be brought into, or served in, the Auditorium except by an organization with the proper caterer’s permit or temporary on-sale license. The organization must provide the City with the required proof of insurance.
* The User must have adequate procedures in place to ensure that no one under the age of 21 is served alcohol and to ensure that no one is served alcohol in an amount to cause intoxication.
* The serving of alcohol must end at 12:00 AM.
* “Bring Your Own Bottle” functions are prohibited.

21. **Insurance Requirements**. The City, in its discretion, may require the User to obtain liability insurance for any use of City facilities. If liability insurance is required, the following requirements apply:

* $1,000,000 minimum.
* Insurance shall cover liability for injury death and property damage including coverage for alcohol related claims.
* The insurance policy must be issued by an insurance company licensed to do business in Minnesota acceptable to the City.
* The City must be named as an “Additional Insured” on the policy.
* At least seven (7) days prior to the Event, the User must give to the City a certificate of insurance showing the required coverage.

22. **Restricting Use.** The City Clerk shall have the authority, subject to appeal of the City Council, to prohibit or limit use of the Auditorium by a particular User based upon knowledge that the User has caused damage to other public facilities or when disruption, damage, theft or other unfavorable history is recorded from previous use of the Auditorium.

23. **No Discrimination.** The City does not deny access to the Auditorium on the basis of race, color, creed, religion, disability national origin, marital status, sexual orientation or sex. Allowing any group to use the Auditorium does not imply endorsement of a group’s views by the City.

24. **Accidents/Damage.** Any accidents or damage to the Auditorium must be reported to the City Clerk following the Event.

25. **Personal Property.** The City will not be responsible for any personal property belonging to the user or the user’s guests or invitees.

26. **Open Meeting Law.** If the meeting is for the purpose of a public meeting, the User is responsible to determine that “open meeting” law and code requirements have been met.