

CITY OF LAUDERDALE POLICY ON CITY FACILITY USE

The purpose of this policy is to establish procedures and guidelines for persons and organizations requesting use of the Community Room /Kitchen at City Hall. It is the goal of the policy to encourage the use of the facilities by making it accessible to Lauderdale Residents yet doing so in a fair, equitable, and cost effective manner.

APPLICABILITY

This policy applies to all persons and/or organizations requesting use of the Community Room / Kitchen at City Hall. This policy does not apply to the City Council Chambers nor does it include the use of City equipment/furniture other than what is available in the Community Room and Kitchen.

RESERVATIONS/CANCELLATIONS

Requests for reservations can be made only by Lauderdale residents, business owners, and community groups. The person making the request shall provide identification demonstrating their residence or investment in Lauderdale. The City Council will consider requests from non-resident groups seeking to reserve the Community Room for ten or more ten days in a calendar year. Fees for non-residents will be established based upon the length and type of use. Reservations are handled on a first come, first served basis.

Requests for reservations during regular city business hours must not interfere with regular city business and are subject to approval by the City Administrator.

Cancellations made five (5) business days prior to the reservation will be subject to a \$20.00 cancellation fee. Cancellations made with less than five (5) business day notice are non-refundable.

Reservations are offered in five hour increments between 7 a.m. and 10 p.m. Users should plan for set-up and clean-up within their reservation time.

PROCEDURES

All persons and/or organizations requesting to use City Hall facilities shall follow these procedures:

1. Submit written application to city staff as far in advance of the reservation date as possible. Applications are available at City Hall, on-line, or by mail upon request.
2. Full payment of the reservation fee, damage deposit, and key deposit are due with the application. Reservations are not guaranteed until the application, deposits, and reservation fee are received.
3. Approval will be determined by availability. All requests are secondary to the City's use of the facility.
4. All groups are required to submit the damage and key deposits, regardless of their fee status.

FEES FOR USE

The City Council recognizes the costs associated with usage of the facilities. Therefore, all residents and organizations will be required to pay the scheduled fee, with the exception of community groups, such as the Falcon Heights-Lauderdale Lion's Club, local Boy Scout and Girl Scout troops, the local 4-H chapter, and the St. Anthony Park Area Seniors. Verification of non-profit status may be required with room application.

FEE SCHEDULE (Effective January 1, 2016)

Use of the Community Room / Kitchen

\$50.00/ 5 hour block*

\$100.00.....damage deposit**

\$100.00.....key deposit**

\$10.00....per excess bag of trash***

*20% room rental discount for reservations occurring Monday thru Thursday when the applicant is reserving ten days or more in a calendar year.

** If the damage deposit does not cover the cost of repairs, applicants will be billed for the cost of the repair minus the damage deposit. Applicants shall reimburse the City for any damage or loss to city facilities or equipment within 48 hours. Unpaid charges for damages and reservation fees may be assessed to a Community Room applicant's property within the City.

***Reservation fees include garbage service for three bags of trash for every five hour block the room is reserved. The cost for excess bags of trash will be billed to the applicant or deducted from the damage deposit.

RULES AND REGULATIONS

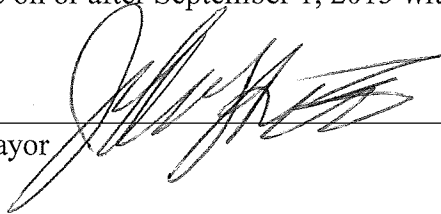
1. The Community Room, entry corridor, restrooms, and kitchen shall be available for use under this policy.
2. Groups must clean up after using the facilities and dispose of all refuse in the facilities provided in the rear of the building.
3. Set-up and clean up must be done during the allotted time of the rental. Failure to provide proper clean up will result in forfeiture of damage deposit and/or future use of the facilities. This will be determined by the City Administrator.
4. The use of alcohol is prohibited at City Hall.
5. Pursuant to the Minnesota Clean Indoor Air Act and City Ordinance, smoking is prohibited.
6. The City of Lauderdale, the Lauderdale City Council, and staff assume no liability for loss, damage, injury, or illness incurred by the users of this facility.
7. The City of Lauderdale reserves the right to request proof of insurance when it is determined to be in the best interest of the City.
8. Play structures and inflatable devices such as bounce houses are prohibited.
9. The applicant is responsible for set-up and cleanup of the facility including:
 - a. Wiping down all surfaces including the kitchen sink.
 - b. Washing kitchen utensils and dishes and returning to cabinets.
 - c. Disposing of trash in containers provided in the rear of the building and placing new garbage bag liners in the garbage bins.
 - d. Stacking tables and chairs in racks.

- e. Sweeping and mopping of floors.
 - f. Removing all decorations.
 - g. Turning the heat down to 60 in winter.
 - h. Shutting off all lights (including restroom lights).
 - i. Closing and locking windows and exterior doors.
10. Prohibited items include candles and incense; items hung from the ceilings; and items taped to the painted portion of the walls.
11. Residents may not make reservations for non-resident individuals or groups. Any unpaid rental fees will be deducted from the damage deposit.
12. Failure to conform to these policies and rules may be cause for forfeiture of future use privileges and/or damage deposit.

Adopted by the Lauderdale City Council on August 25, 2015. The policy is effective for reservations made on or after September 1, 2015 with the fee schedule effective on January 1, 2016.

Signed: _____

Mayor



Date: _____

8/25/15