

# **Building Use Policy and Fee Schedule City of Dassel Community Center & Level 3 of the Universal Laboratories Museum**

## ***USAGE***

The Dassel Community Center is available for public meeting purposes such as, but not limited to, municipal orientated groups, city councils, boards/commissions, committee/focus groups, or other municipal related activities.

The Community Center is available for other public and private meetings across the broad spectrum of civic related activities including, but not limited to, service, social, fraternal, or other non-profit organizations whose membership provide service and support to the community at large.

The Community Center is available for private parties, weddings, reunions, chamber business meetings, and certain other non-profit enterprises for benefits, banquets, fund raisers, sports shows, home shows, festivals, dances, etc.

The Community Center is NOT available for "For Profit" activities such as, but not limited to, rummage sales, flea markets, "used goods" or "second hand" sales, wholesale or retail enterprises or "home-based" businesses.

Sub-contracting any rented area of the building is NOT allowed.

## ***BUILDING USE FEES (Museum Level 3 or Ground Floor Community Room)***

- Residents & Dassel Area Historical Society Members: \$150 per day
- Non-residents: \$175 per day
- There will be an additional charge of \$75.00 for any event which involves 3.2 beverage service.
- Security/Damage Deposit: \$250 (Deposit will be returned if no damage; a portion will be returned if some damage; renting parties will be billed if additional funds are needed to repair damage or other losses.)
- Cleaning Deposit: \$75 (Deposit will be returned if no extra cleaning is needed; a reduced portion will be returned if some cleaning is needed.)
- If renting Level 3 of the Museum, a \$25.00 per hour fee to hire security during the event, set up and cleaning is required due to the historical artifacts and exhibits in the museum.

## ***AVAILABILITY***

The Dassel Community Center is generally available for use seven days a week from 7:30 a.m. until 12 a.m. Cleanup is allowed until 2:00 a.m. Permission may be granted by the **City Administrator's Office** for variation from this schedule. Reservations may be made up to 18 months in advance of the event.

## ***RULES AND REGULATIONS***

The City of Dassel reserves the right to refuse rental to any person or group. The facilities are available to any individual 18 or older at the time of the application.

The City of Dassel assumes no liability for loss, theft, damage, injury or illness incurred by the users of the Dassel Community Center.

Pursuant to the Minnesota Clean Indoor Air Act, smoking is prohibited in any City of Dassel building.

Free standing and table decorations are allowed. Wall decorations are NOT allowed. Tape, tacks, nails, or staples will damage the surface of the walls. Decorations of any kind are PROHIBITED from hanging from the ceiling, sprinkler heads or lights of the facility.

The applicant is responsible for providing access to decorators, caterers, musicians, or delivery people into the building. During business hours, these people must check in at the facility (DAHS) office prior to any work being done in the building so they will understand the rules concerning City buildings usage. After business hours, the event applicant is responsible if these people are still in the building. If using the museum, all set up and take down must be done during regular museum hours or else with paid museum security individuals present.

### **Exhibits in the museum must not be moved or tampered with!!!**

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

All applicants using the Community Center kitchen must meet with the building manager prior to use.

Kitchen facility is for caterer serving use only, no food preparation is allowed.

Audio/visual equipment is available for use only under the supervision of a qualified member of the Museum or City staff.

## ***LIQUOR / 3.2 AND INSURANCE***

**Sales of Liquor Prohibited:** Pursuant to City of Dassel Statutes, the sale of hard alcoholic beverages is prohibited in the building or on the grounds.

**3.2 Beverages Permitted:** Alcoholic beverages designated 3.2 may be served in the ground floor community room building by a licensed caterer, providing all licenses, insurance, and other considerations are provided for by the caterer. Those seeking the use of beverages qualifying as 3.2 designated are required to provide for same through a caterer that has received a license from the City of Dassel for such 3.2 designated service. If a potential caterer is not already licensed through the City it will require a minimum of at least one month prior to the event for the licensing process. The caterer must contact City Hall. Proof of liability insurance will be required for any event serving 3.2 beverages. A minimum amount of \$100,000.00 in general liability insurance is required.

NO proof of liability insurance is required if you DO NOT sell or serve any alcohol.

The City of Dassel reserves the right to require the use of security, at the expense of the applicant, at any event where 3.2 beverages are served, or at any event where the City Administrator feels it is appropriate. Events within the Ergot museum building will require on site supervision during use hours, at the applicants expense.

Failure to comply with guidelines or rules established by the City Council regulating the use of public facilities could be cause for immediate ejection from the facility and/or the forfeiture of future use privileges.

## ***APPLICATION PROCEDURE***

1. Use of the City of Dassel Community Center will be handled so far as possible on a first come, first serve basis with preference given to City of Dassel government entities and the Dassel Area Historical Society.
2. Application forms may be obtained from the Dassel City Hall or the Community Center office during normal office hours, printed from the City's website, or be mailed to the applicant upon request.
3. The Applicant(s) signing the hold harmless agreement is/are responsible for the building. The applicant must be a part of the event being held.
4. Applications shall be fully completed by the requesting individual or organization and returned to the City Hall or Community Center Office, along with the event rental fees, at least ONE MONTH **prior** to the scheduled use with the exception of unforeseen circumstances (i.e. funerals etc.).
5. The applicant must contact the Community Center office staff to arrange entrance into the facility (pickup the key) during normal business hours the day of the reservation or on Friday if the use is on a Saturday or Sunday.

The Administrator's Office Staff will advise the requesting applicant of the status of his/her application request as soon as possible by sending them an approved/not approved copy of the application.

Security and cleaning deposit fees and building use fee are required at the time of application. The security and cleaning deposit will be returned to the applicant only. All fees must be paid during regular business hours to the City Hall or Community Center office staff.

**Forfeiture of Fees:** Unless there are extenuating circumstances, decided by the City Administrator, cancellation must be made at least 30 days in advance to receive return of 100% of rental fee, and 15 days in advance to receive return of 50% of fee. Cancellations of less than 15 days will forfeit entire building use fee amount.

The security deposit and cleaning 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 extraordinary damages or theft of equipment (i.e. tables, chairs, kitchen inventory, memorabilia, etc.). The City of Dassel shall retain the right to file a claim beyond the security deposit in order to recover or replace these items. **The applicant by signing this application does hereby acknowledge their responsibility for extraordinary damages or theft of any city property over and above the deposit amounts.**

## APPLICATION

*Organizations desiring to use the City of Dassel Community Center facilities must complete an application and submit it to the City of Dassel along with the security deposit and fees. **This application shall be submitted at least one month prior to the date for which reservation is requested with the exception of unforeseen circumstances.** Those seeking the use of beverages designated as 3.2 are required to contact the City Administrator's Office at least one month prior to the event. The Administrator's Office staff will advise the requesting applicant of the status of their application request as soon as possible.*

Name of Applicant: (Responsible for Building)			
Contact Person: (if different than applicant)			
Mailing Address:			
City/ST/Zip Code:			
Phone Number(s): Home, Work, or Cell			
Email Address:			
Resident/Non-resident/ DAHS Member: (Circle One)	Resident	Non-resident	DAHS Member
Purpose of Event: (Be Specific)			
Non-profit: (Circle One)	Yes	No	
Tax Exempt Number:			
Fundraiser: (Circle One)	Yes	No	
Deposit Amount & Fees:	Deposit:	Fee(s):	Date Paid:
Day & Date(s) of Use:			



## HOLD HARMLESS AGREEMENT

*I understand that my use of the Dassel Community Center is voluntary and that I am using it for my benefit only. I agree that my use of the Community Center facility is undertaken at my own risk and that the City of Dassel will not be liable for any claims, injuries, damages of whatever nature incurred by me or members of my organization due to the negligence of members of my organization, or the negligence of third parties. On behalf of myself and the organization that I represent, I expressly forever release and discharge the City, its agents or employees, from any such claims, injuries, or damages. I also agree to defend, indemnify and hold harmless the City from any claims, injuries, or damages of whatever nature arising out of or connected with my use of the Dassel Community Center. I further agree to reimburse the City for any damage, breakage, maintenance, and theft of equipment or property beyond the security deposit figure if so warranted. I have read and understand the terms of the building policy.*

<b>Applicant's Name &amp; Signature:</b>	Name (Please Print)	Signature
<b>Today's Date:</b>		
<b>Approved by City Administrator:</b>		Date:
<b>Applicant's Address:</b>		
<b>Confirmation Sent By &amp; Date Mailed:</b>	Staff Member Name:	Date:
<b><u>Deposit Refund</u> Check No. &amp; Date Mailed:</b>	Check No.	Date:
Please return this form to: City of Dassel City Hall Office <i>or</i> Community Center Office Dassel, MN 55325	FAX (320)275-2713 Email: <a href="mailto:dassel@dassel.com">dassel@dassel.com</a> Or: <a href="mailto:dahs@dassel.com">dahs@dassel.com</a>	

### Post Event Inspection – (to be completed by museum maintenance staff)

I have inspected and/or received confirmation that the facility was left in the following condition:

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I therefore recommend that the deposit be: \_\_\_\_\_

Signature

Date

**DASSEL COMMUNITY CENTER**  
**KITCHEN USE POLICY**  
**AND WAIVER**

1. Public food service from of the community center kitchen must be **catered only.** No food preparation is allowed.
2. When using the services of a licensed caterer, the City of Dassel shall be provided with a copy of his/her Meeker County Department of Health or State of Minnesota catering permit.
3. The bringing in of food for a potluck as part of a non-profit event is allowed as long as there is no preparation of food within the kitchen area. The City of Dassel is not responsible for any issues of health related to this type of service. Upon signing this agreement the applicant does hereby waive any claim against the City of Dassel for any issues involving health or safety issues by undertaking food service within the facility during the event.
4. The City of Dassel will not be liable for any health related problems due to food served in this facility.

I hereby acknowledge the above restrictions and waive my right to make any claims.

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Name and Date

# ***CLEAN UP & CLOSURE CHECKLIST***

The Community Center is to be left the way you found it.

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

- Clean kitchen area thoroughly. Hot water, soap and cloths are provided.
  - Clean sinks and counter tops.
  - Remove all personal items, including leftovers.
  - Clean and store all city provided utensils and appliances.
  - Turn off ovens and stoves
- Sweep all areas used; mop areas where spills have occurred.
- Put tables and chairs back where you found them.
  - Clean, with provided cleaning solution, all tables that have been used.
- Remove all decorations.
- Empty all trash receptacles and dispose of all garbage in the containers outside the building.
- Check bathrooms for cleanliness
- Leave thermostats as they are. **Do not attempt to adjust !!!!**
- Turn off any audio video equipment used
- Turn off all lights.
- Lock all doors and insure all windows are closed
- Return keys to the City Office during normal business hours or keys may be placed in the City's utility bill payment drop off. It is the responsibility of the applicant that the keys are properly returned to the City Hall.
- Report any damage of facilities or loss of equipment within 24 hours of activity.