

# St. Michael City Center

## Rental Information and Policy

### A. GENERAL RENTAL AND BOOKING INFORMATION

#### Reservations/Payments

Those interested in using any city room, building or grounds must have an approved confirmation prior to facility use. Renters are responsible to understand the contents of this guideline which is emailed during the online booking process.

All rentals must be reserved through the City's online booking system. Rentals must be paid in full with deposit at time of booking. Payment is confirmation that space has been booked. For the online booking link please visit our website under the Facility Rental page at [www.stmichaelmn.gov](http://www.stmichaelmn.gov).

Weddings/receptions events are excluded from online booking and full payment at time of booking. Please contact Rental Coordinator to discuss dates which can be booked outside of the six-month restriction. When booking your date for your wedding or reception, 50% of the room fee is due to confirm your space. This down payment is non-refundable. Final payment and deposit are due 30 days prior to your event date which becomes full loss of rental fee if cancelled within 30 days.

Online bookings may be paid with Visa, MasterCard, Discover, or American Express.

Renters must be 21 years of age or older. Please discuss with Rental Coordinator for exceptions for Wedding Events.

#### Maximum Room Capacity

Frankfort Fire Station: 49 people	Chamber Room: 200 Full Room (table seating)
Crow River Senior Center: 50 people (40 Seated)	Chamber Room: 75 Split Rm (table seating)
Craft Room: 20 seated	J & B Group Conference Room: 14 seated
Gries Lenhardt Allen Library Room: 30 with training table 40 theater seating	MidWestOne Bank Conference Room: 8 seated

*Please note we do not rent the Senior Center for children's parties under the age 18 years. The Senior Center is not available for rental Monday-Thursday 8am-10pm or Friday 8am-4:30pm. The Craft Room is not available for rental Monday-Friday 8am-4:00pm. This is due to Senior Center exclusive use for activities.*

#### Deposit

All rooms require a deposit of \$250.00. All deposits are charged on a credit card only at the time of booking and refunded once inspection has been done to confirm no damage per Section D or for failure to clean per Section G. of guidelines.

#### Tobacco/Tobacco-type Use

The City of St. Michael is a smoke, tobacco and e-cig/vapor free facility. Please notify guests of this policy to avoid any inconveniences. Designated facility grounds (outside) are "preferred" areas for persons to smoke, use e-cig/vapor devices. These areas include the Chamber Room patio, Senior Center patio, employee entrance on the north side and the front entrance to the facility (away from the doors please). NOTE: If tobacco products (cigarettes, cigars, chew etc.) are not disposed of in the containers provided outside and are littered on the ground, a cleaning charge of \$25.00 will be deducted from deposit. No illegal drugs or paraphernalia are allowed on City property.

#### Rental Fees/Time

The reservation fee(s) cover the use of the facilities according to the hours and location indicated upon your online rental request. This permitted time is to include all setup/cleanup time required by the renter. Occupancy of the reserved facility before/after the time booked will result in a double fee of the length of time you have gone over which will be deducted from your damage deposit credit card. Understand that there could be an additional renter before or after your event so timing your event is important and your responsibility.

Please see rental brochure for fees for non-wedding events. The City of St. Michael has special pricing for wedding and reception events. Please contact the Rental Coordinator for details.

The renter is to schedule an appointment with the Rental Coordinator 30 days prior to your event to finalize details, provide event schedule, delivery items, number of people in attendance, and/or other pertinent information necessary to proceed with your event. Failure to comply with event details such as food, beverage, event attendance, decorating information that will comply with policies will be considered cancellation of event and monies paid.

#### Music

Music is to stop at 12:00 a.m. on Friday, Saturday and Sunday evenings, Monday through Thursday at 10:00 p.m., or 30 minutes before ending time stated on the facility agreement. Sound levels for facility areas are required to be controlled and maintained at a level appropriate for the room size and approved by management. This includes bands, DJs and other audio equipment.

### Damage

In the event the renter, any member of the renter's group, or contracted service causes damage at a city facility or property, or hinders the lawful use, by people not in the renter's group, the City of St. Michael reserves the right to immediately cancel the Facility Use Agreement and the renter and/or renter's group shall immediately vacate the premises and forfeit any payment made pursuant to this agreement. The City reserves the right to demand and receive full compensation for the unused reserved time or for damage to any City property. If compensation is not received, invoice will be sent with interest accumulating. Failure to properly clean the room rented is considered damage and will be deducted from deposit. See Section D.

### Access

A key and/or card to enter and lock the facility will be assigned to you prior to the event. The key/card will need to be picked up during City Hall business hours Monday – Friday (see office hours below), and is available the week of your event. The City will not be there to open and lock up for the event; this is the responsibility of the renter to pick up the access card or key. Failure to pick up the access card or key is considered cancellation of event. If the City is contacted after hours to access the facility a \$25 charge is deducted from damage deposit. The key is required to be returned within two (2) business days following the event. If a key/card is not turned or is lost, a \$25 charge will be deducted from the damage deposit. The renter shall permit the City's officials, employees or agents to have access and to enter any City Building/Room at any time during an event.

### Audio & Video Equipment Use

Chamber Room projection system is available for use for a fee. This must be pre-arranged and requires a meeting with City Staff on use. All cords including adapters/dongles must be provided by presenter/renter. No charge for standard microphone/podium, wireless microphone or playing music from a device through our speaker system. It is not the responsibility of City Staff to arrange the appointment for proper use of A/V equipment for renter. If renter fails to meet and understanding the function of equipment/system and staff is called to assist after hours, a \$25 fee will be deducted from deposit.

### Priority of Use

The City shall have first priority for all governmental activities or emergencies. The priority for all other uses shall be determined as a first-come, first serve basis, pre-arranged and paid prior to use. The City has the right to restrict type of use in a given room or facility. Note: Frankfort Fire Station is limited in parking capacity. Public employees may not accept gratuities, tips, food, beverages, novelties, or gifts of any kind.

### Facility Issues

In case of a mechanical failure of facility equipment, the renter will be notified by City staff as soon as possible. The City of St. Michael shall have the exclusive authority to determine whether the facility or the room's environment is in usable condition and shall not be liable to renter for the consequences of any cancellation other than to supply renter with substitute rental time provided to the renter. The City is not responsible for weather situations that arise or acts of God to warrant cancellation of events.

## B. DECORATION

### Decorations

All decoration must be pre-approved by Rental Coordinator during the application process. Decorating is permitted only within the hours contracted on the facility use application. The renter may not affix adhesives (tape) or pins to walls or post any signs, posters, banners or other items to be hung from the walls, ceilings or windows. Contact the Rental Coordinator for possible decorating ideas. 3M Command strip tapes are approved for use for decorating but must be discussed with Coordinator prior to use. Warning: if damage occurs when using the 3M Command strips by improper use or taking them off the surfaces (pulls paint off walls), compensation will be deducted from deposit. Use of the blue painter's tape is recommended. Failure to clean all decorations is considered misuse and subject to forfeiture of damage deposit if staff has to clean facility.

### Confetti / Glitter

Neither are allowed (includes MYLAR confetti).

### Balloons

Must be securely anchored and remain within the room. If balloons 'fly away' and we have to make arrangements to get them down, money will be deducted from the deposit.

### Miscellaneous

Two-sided carpet tape is not allowed on any surface. Bird seed, rice or bead-type materials are prohibited to be used as decorations and/or to be thrown in the air during celebrations. Candles may be used but must be in an enclosed container such as lantern, hurricane glass vase, etc. (no open flame). If City Staff cleans up decorations etc., money will be deducted from deposit for failure to clean. Any damage as a result of using candles, tape, 3M tabs is the responsibility of the renter and restitution is required and taken from deposit, with additional costs invoiced if not covered by deposit.

We have a working relationship with the decorating company below. If you decorate yourself or use a decorating service, please make sure you meet with the Rental Coordinator to approve decorations. Personal liability insurance is required if ceiling draping is done by another company other than Artisan Wedding and Events. You must supply your own ladder to reach the ceiling, and a minimum of 14 ft. ladder is required for safety reasons.

Decorator used:

Paula Paulson

Artisan Wedding and Events

Becker, MN

Phone: 763-234-7991 or 763-263-9801

C. FOOD & CATERING

Food / Catering

Renters may arrange food service or food preparation through a licensed caterer or bring their own food (ex., crockpot use or purchased through store/provider).

Prohibited

Red punch/pink frosting is prohibited (due to the artificial dyes) in any of the rooms/facilities in the city hall complex or properties. Red wines may be served in the Chamber Room/Senior Center, but if spills occur a cleaning fee may be deducted from your deposit. Food and/or beverages can only be served in the areas reserved by the renter as approved in the reservation process and appearing on the permit, rental agreement or contract.

Inspection

The deposit will be held until a complete inspection of the kitchen facility and room(s) are complete. In the event, there is damage to the kitchen, room(s), and/or its contents, or failure to complete cleaning list to City's satisfaction, the City will use the deposit on file. Additional charges could apply if it is over the deposit.

Clean Up: It is the responsibility of the renter for set up/clean up of rented space during the rented time only. For large events in the Chamber Room, cleaners are required. If Rental Coordinator or city staff is not satisfied, \$100.00 fee will be deducted from the deposit. Clean up expectations are located in each room and/or see Section G. Cleaning Requirements. It is the responsibility of the renter and the caterer to consolidate trash following food service and kitchen cleaning.

Coffee: Chamber Room rentals may use the (2) 40-cup coffee urn located in the kitchen storage room. No filters required, bring your own coffee. Please rinse, dry and place back in box. Instructions are in box. Large capacity coffee maker is available for a \$10 charge and must be arranged in advance. Special filters are needed for the large capacity coffee maker in the catering kitchen. Regular filters may cause damage to the unit. All other rented rooms (including Senior Center) must provide your own coffee maker and coffee. Please **do not** use Senior Center coffee maker or condiments.

D. DAMAGES & CANCELLATIONS

Note

Weddings, large events or events at the discretion of the Rental Coordinator on City grounds will have the deposit charged on a credit card and refunded after event is over when Rental Coordinator has confirmed that no damage occurred or extra cleaning for event was needed and access cards returned.

Damage

Any damage(s) to facility and/or equipment must be reported to the Rental Coordinator or City Staff immediately. Phone numbers are listed on the access card that is issued. The renter forfeits the damage deposit for improper use, vandalism, and damage to equipment or the facility caused by their use or guests. Below is a list of improper use, damage or vandalism that would constitute a deduction from the damage deposit. Note: This list is a "guide" of typical damage or improper use that occurs and is at the discretion of the Rental Coordinator and City Clerk/Administrator on what constitutes damage; additionally, not all items that constitute a loss of deposit are listed below and subject to change without notice.

Cigarettes/Cigar Butts littered on ground and not properly disposed in appropriate container provided.	Fee: \$25
Damage to wall(s) or paint (dents, scratches, chips).	Fee: \$50 per incident
Spills on carpet (depending on type of spill and may be subject to contractor quote on cleaning).	Fee: \$50 minimum or contractor's cleaning fees
Damage to chair(s) or table(s)	Fee: \$250 or up to replacement cost
Audio video damage.	Fee: \$50 minimum or replacement cost
Additional cleaning beyond "basic" cleaning when hiring the cleaning service includes but not limited to: vomit, plugged toilets, beads/confetti on floor, trash littered around and left on tables, etc. See basic cleaning list located in storage room or Section G of guidelines.	Fee: \$100 minimum or contractor's cleaning fees.

Deposits will not be reimbursed until all damage and fees can be calculated.

In case of mechanical failure of City equipment, the renter will be notified by City Staff as soon as possible. The City of St. Michael shall have the exclusive authority to determine whether the facility surface or the room's environment is in usable condition, and shall not be liable to renter for the consequences of any cancellation other than to supply renter with substitute rental time or other agreed upon resolution.

It's in the best interest of the renter to take photos of the room and its condition prior to use, especially if the room is rented before or after your event. The City will not arbitrate between renters of the room regarding damage that has occurred. If an amicable settlement cannot be reached on damage that occurred, the City may take ½ of each renter's deposit. Our facility is under recorded video surveillance 24 hours a day, 7 days a week.

Cancellation: If you cancel 30-days or more from your event date you will be refunded 50% of the room fee. Rooms cancelled within 30 days of the scheduled event forfeit all monies paid. All cancellations must be in written form. Email is acceptable as written form but must be sent to [rentals@stmichaelmn.gov](mailto:rentals@stmichaelmn.gov).

#### E. LIQUOR USE

##### Alcohol/Intoxicating Liquor:

Will be provided by the exclusive caterers that are approved by the city under Catering Guidelines. Renters for public or private events where there is a cost to enter the event, will be charging for alcohol, or private parties over 100 people are NOT allowed to bring in their own alcoholic beverages. Alcohol/intoxicating liquor may be served by the exclusive caterers (see list) which hold an on-sale liquor license in the City of St. Michael or adjacent city. The caterers have provided the City with a copy of the Liquor Liability Insurance and license with the State of Minnesota.

##### Security Officer

For all events in which alcohol/intoxicating liquor is being served or deemed necessary due to the nature of event, a security officer is required to be in attendance with a minimum of 4-5 hours. Please contact the Rental Coordinator for specific procedures regarding this requirement. Fees for security officer are subject to change without notice. We utilize the Wright County Sheriff's Department and other private security company; no other substitutes are permitted. Security Officers will be arranged only by the City. No friends or relatives that work in law enforcement can be arranged or substituted. Payment for security will be required at time of booking.

##### Serving

Beer, wine, and other alcoholic beverages may be served until 10:00 p.m. Monday through Thursday and 12:00 a.m. on Friday, Saturday and Sunday evenings. Consumption of intoxicating beverages must cease at the conclusion of the event or 12:00 a.m. on Friday, Saturday, or Sunday, whichever comes first. Final service of intoxicating beverages (last call) should be 30 minutes before consumption must cease. Alcohol must be served to the renter, their host/hostess and bonafide guests that are of legal drinking age only. Violation and/or failure to adhere to all guidelines may result in denial of future rental agreements for the use of the facility and forfeiture of any fees submitted to date including damage retainer. If underage drinking or alcohol is found to be brought in and not served by caterer a forfeiture of damage retainer will be lost in full, plus a penalty of an additional \$250. This is at the discretion of the Rental Coordinator.

##### Areas

Alcohol/intoxicating liquor may be consumed only in area(s) stated on the rental agreement--Chamber Room, Senior Center, Frankfort Station and patio(s). No alcohol is allowed in restrooms, hallways, corridor and other rentable rooms. If this occurs, there will be loss of deposit.

##### Liquor Liability Insurance

When alcohol is provided for public events or there is a cost or ticket to enter, liquor liability insurance will be required. The amount of liquor liability can be no less than \$1,000,000 per occurrence. The City of St. Michael must be named as Certificate Holder and "Additionally Insured" and must be provided 30 days prior to the event.

##### Host Liability Insurance

For private events where alcohol will be served or when deemed needed by the Rental Coordinator. You can contact your homeowner's insurance to add your event date to your policy. The City of St. Michael must be named as Certificate Holder and "Additionally Insured" with the date of rental recognized and must be provided 30 days prior or event may be cancelled. Minimum coverage is \$500,000.

#### F. KITCHEN

Kitchen must be left in clean condition. Chamber Room, Senior Center, Frankfort Station have 'limited kitchens' and not intended for proper preparation and fully cooked meals to be served.

At this time, the City has limited coffee making capability in the kitchen and if large volumes are needed, you should be prepared to bring in your own. There is a fee to use our commercial coffee maker with special filters. Do not assume you can use filter from a standard coffee maker. This will damage the unit.

All surfaces must be properly disinfected and wiped clean, floors swept and cleaned, items removed from the dishwasher and sinks, range and microwave cleaned and disinfected, and garbage removed, lights off, etc. Please follow kitchen cleaning protocol for all renters. Any additional cleaning that is not completed a fee will be deducted from the damage deposit and may restrict future use.

Only licensed caterers on our list are allowed to use oven/range for cooking use. If it shows that the renter, other than one of our licensed caterers have used the range/oven, future rentals will be restricted or prohibited and loss of full deposit.

Renter must bring all necessary items needed, such as utensils, bowls, plates, cooking and baking ware, etc. The City is not responsible for items left behind. No items will be stored of any kind (utensils, food, linens, etc.), items that are found will be discarded. Storage room is for City and Senior Center storage only.

When key/card is picked up for facility use, the Rental Coordinator will give you a tour of the catering kitchen facility and show appliance functions. If renting the Senior Center or Frankfort Station and utilizing any of the kitchen equipment, please use a "common-sense" approach on equipment use.

All rules apply in the "limited" kitchen areas of the Senior Center and Frankfort Station. A tour of the kitchen area at those sites are limited due to location and staff levels, please ask for more information or to see the facility.

Please report any issues with appliances to the Rental Coordinator immediately.

## G. CLEANING

Cleaning is the responsibility of the renter unless arrangements and payment for cleaning service have been made through the online reservation system. Make sure you have scheduled enough time for cleaning which must be within your rented time. Cleaning requirements are located in each room and are subject to change without notice. If cleaning is not satisfactory, money will be taken from the damage deposit to satisfy the breach of contract in the amount staff feels covers the necessary staff time to coordinate additional cleaning.

### Cleaning Fees

Chamber Room: \$100.00-\$150.00

All Other Rooms: \$50.00 per room

Chamber Room: Cleaning list located on the Storage Room door. Cleaning consists of, but not limited to:

- Wiping tables and chairs.
- Vacuuming carpet.
- Mopping rubberized floor area.
- Shut down overhead projections if used.
- Garbage/recycling out to dumpster and garbage bags replaced.
- Cleaning kitchen. (See Section F Kitchen)
- Patio cleaned (check for cigarettes on ground)
- Wipe bar cart if used.
- Turn lights off and make sure doors are secure.
- Tables/chairs arranged as layout indicates: 6 tables with chairs, plus 6 rows of 15 chairs facing council desk.

Senior Center: Cleaning list hanging on wall. Cleaning consists of, but not limited to:

- Wiping tables and chairs.
- Vacuuming carpet. (electric broom)
- Mopping rubberized floor area.
- Table and chairs arranged to diagram specs.
- Patio cleaned (check for cigarettes on ground)
- Wipe down counter area.
- Garbage out to dumpster and bags replaced.
- Turn lights off and make sure doors are secure.

Craft Room: Cleaning list on counter. Cleaning consists of, but not limited to:

- Wiping tables and chairs.
- Sweeping rubberized floor area.
- Garbage out and place in hallway garbage container and replace bag. *Note: Pizza boxes and large food containers must be brought to dumpster on east side of building (pond side).*
- Wipe down counter area.
- Wipe up spills.
- Turn lights off and make sure doors are secure.

Library Room: Cleaning list on counter. Cleaning consists of, but not limited to:

- Wiping tables and chairs.
- Sweep floor with electric broom.
- Clean white board if used.
- Garbage out and place in hallway garbage container and replace bag. *Note: Pizza boxes and large food containers must be brought to dumpster on east side of building (pond side).*
- Wipe down counter area.
- Wipe up spills.
- Turn lights off and make sure doors are secure
- Turn off projection system if used and place cords in drawer with remote. Close screen.

Conference Rooms:

- Clean white board if used.
- Take out garbage and place in can by entrance.
- Turn off TV screen, if room consists of one.

Frankfort Station: Cleaning list on the refrigerator. Cleaning consists of, but not limited to:

- Wiping tables and chairs.
- Sweeping floor area.
- All garbage must be emptied including bathroom after every rental. This is to keep ants under control.
- Empty out refrigerator. Items left behind will be discarded immediately.
- Wipe down counter area.
- Wipe up spills and mop if necessary.
- Turn lights off and make sure door is secure. Key must be returned to City Hall during business hours.

### ACKNOWLEDGEMENT:

By continuing the online booking process and payment for the room(s) or grounds, I have read and agree to abide by the guidelines and procedures related to the booking of a reservation and use of a room(s) and grounds at any St. Michael Civic Building. I, the Renter, will indemnify, defend, and hold the City of St. Michael, its officials, employees or agents harmless as a result of any bodily injury to any person(s) occurring as a result of the use of the facility or property, claim, demand, action or suit relating to any loss (including death) or property damage caused by, arising out of, related to or associated with the use of any Civic Building by the Renter or by the renter's guests or invitees, except to the extent caused by the sole negligence, gross negligence or willful misconduct of the City or its officers, employees or agents.