

*CITY OF RAMSEY*  
**MUNICIPAL CENTER FACILITY USE & RENTAL POLICY**

**A. BACKGROUND:**

The City of Ramsey owns and operates the Ramsey Municipal Center. The Municipal Center is located at 7550 Sunwood Dr. NW: Ramsey, MN 55303. The Municipal Center contains five (5) conference rooms available for use by the public or outside organizations.

Available rooms include: Alexander Ramsey, Lake Itasca, Mississippi River, Rum River and Trott Brook.

**B. PURPOSE:**

This policy establishes rules, regulations, definitions and a fee schedule that shall guide the use of available conference rooms located within the Ramsey Municipal Center.

**C. ELIGIBLE USERS:**

Eligible users are broken down into 4 groups (a) non-profit organizations, (b) for-profit organizations, (c) general public and, (d) Business networking groups.

- a. **Non-profit** organizations 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, Lions Clubs, Rotary Clubs, beyond the yellow ribbon, religious institutions, government institutions, educational institutions, senior citizen clubs, etc. Proof of non-profit status is required.

Free community seminars on products or services 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. The physical sale or transaction of goods or services is not allowed within the Municipal Center.

- b. **For-profit** organization. These organizations include attaining a profit as part of their mission. Ramsey businesses shall receive lower room rates than non-Ramsey businesses. Said businesses must have completed their Business Registration Certificate (BRC) with the City of Ramsey for the current year to be eligible. All businesses shall be registered with the Minnesota State Department.

For-profit organizations can have a nonprofit meeting; and therefore would not have to pay for-profit fees. Examples of these meetings include a for-profit organization sponsoring a blood drive, a food donation event, cancer fundraiser, etc. The physical sale or transaction of goods or services is not allowed within the Municipal Center.

- c. **Business networking groups** hold meetings with the intent of developing and attaining business leads to increase their market presence. The business applying for a room must be a Ramsey Business. Said businesses must have completed their Business Registration Certificate (BRC) with the City of Ramsey for the current year to be eligible. All businesses shall be registered with the Minnesota State Department.

At least half of all participating businesses must be Ramsey businesses. A minimum of four (4) businesses must be present to constitute a business networking meeting. The physical sale or transaction of goods or services is not allowed within the Municipal Center.

- d. **General public** is anyone who does not fall under the non-profit, for-profit and business networking groups. The physical sale or transaction of goods or services is not allowed within the Municipal Center.

In cases where it is not clear whether a group or organization merits a certain status, the City of Ramsey personnel shall make a determination. Proof of non-profit status, business registration, driver's license and/or additional information may be requested to assist in this determination.

**D. APPLICATION:**

Applications for nonprofit, for-profit organizations, general public and business networking groups must be filled out and submitted a minimum of (5) five days prior to the proposed date of rental. Reservations may be made no more than one (1) year in advance with the exception of annual lease agreements.

The permit to utilize a room within the Municipal Center is valid only for the date, time and person specified in an approved application.

**E. AVAILABLE ROOMS:**

The following facilities may be available for rent:  
(Maximum capacity in parenthesis)

Alexander Ramsey Room (100)  
Lake Itasca Room (55)  
Mississippi River Room (10)

Rum River Room (10)  
Trott Brook Room (10)

**F. PRIORITY OF USE:**

The need to conduct City business takes precedence over any reservation, paid or unpaid. Paid reservations will be rescheduled if possible or refunded if City business replaces said reservation. All remaining reservations will be first come first serve with a completed application.

**G. FEES AND DEPOSITS:**

(See table on next page)

**RAMSEY MUNICIPAL CENTER  
CONFERENCE ROOM RENTAL RATES (dollars)**

	Non Profit	For Profit		Business Networking Groups	General Public	
		Resident	Non Resident		Resident	Non Resident
<b>STANDARD ROOM FEES</b>						
Alexander Ramsey Room	-	100	125	-	50	125
Lake Itasca Room	-	75	100	-	30	100
Trott Brook, Rum River, Miss.	-	50	75	-	20	75
<b>MINIMUM MAINTENANCE FEE</b>						
Alexander Ramsey Room	5	-	-	20	-	-
Lake Itasca	5	-	-	15	-	-
Trott Brook, Rum River, Miss.	5	-	-	10	-	-
<b>ADDITIONAL FEES</b>						
Audio Visual Fee (as requested)	5	15	15	15	10	15
After Hours/Weekend Hourly Rate	54	54	54	54	54	54
Deposit (every user, every room)	100	100	100	100	100	100

In order to meet the coordination, facilitation, and maintenance costs which result from continued use of the Municipal Center the above fee schedule has been developed.

After-hour/weekend hourly rate

The after hour fee is charged only when the Municipal center is rented out after regular hours. Regular hours are Monday-Thursday: 7:00 a.m.-9:30 p.m. and Friday: 7:00 a.m.-4:30 p.m.

Audio/visual equipment use fee

A staff member must be present whenever City owned audio and visual equipment is unlocked. Projection screens are provided in most conference rooms at no cost to the user. Two (2) days' notice must be given prior to the event for use of City owned audio and visual equipment.

\$3.00/pot/Coffee Service

Coffee service 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 Alexander Ramsey Room or Lake Itasca Room. No storage of equipment is allowed in the Alexander Ramsey Room or Lake Itasca Room kitchen by outside groups.

Deposit

Deposit will be returned upon satisfactory inspection after the event.

Refundable damage deposit fees will be charged to all groups using the facilities. Damage deposit payments are not held, they are deposited and a check from the City is

issued at the time of the refund. This deposit will be returned upon satisfactory inspection after the event.

Groups entering into one year lease or renting a facility for more than one event can roll the damage deposit forward until termination of the lease or the end of the scheduled events. This deposit will be reviewed and adjusted periodically by Council resolution.

It is the responsibility of the group utilizing the facility to set up tables and chairs as desired, clean up the area used, and turn off all lights before leaving the facility. The need for additional cleaning or other maintenance could result in the City's retention of all or a part of the damage deposit.

**H. HOURS AND DAYS OF USE:**

The Ramsey Municipal Center is available for use by the public Monday-Thursday and Friday during City office hours only. The Ramsey Municipal Center is available for use during the following times:

Monday-Thursday: 7:00 a.m.-9:30 p.m.

Friday: 7:00 a.m.-4:30 p.m.

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, 4th of July, Labor Day, Veteran's Day, Thanksgiving Day, (and the day after Thanksgiving Day), Christmas Eve and Christmas Day.

An hourly fee will be charged to groups using the facility after hours and weekends or beyond the allotted times listed above. 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.

**I. CANCELLATION:**

There will be no refunds due to inclement weather. However, full refunds will be available for cancellations made at least two working days (Mon-Fri) prior to the scheduled event. No refunds will be issued if cancellation is not made at least two working days prior to the event.

**J. CLEAN-UP AFTER USE**

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

**K. USE OF FURNITURE AND EQUIPMENT:**

Chairs and tables may be moved within the room in which they are located, but not moved from room to room. Conference tables **must not be moved**, 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 of the facility. All furniture and equipment should be used for its intended purpose. If some 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.)

**L. FOOD AND BEVERAGES:**

Food and beverages may only be served and/or consumed in the Alexander Ramsey Room and the Lake Itasca Room. Food and beverages may not be consumed in the remaining Municipal Center Conference Rooms. (Mississippi River Room, Rum River Room, and Trott Brook Room).

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 Alexander Ramsey Room or Lake Itasca Room. No storage of equipment is allowed in the Alexander Ramsey Room or Lake Itasca Room kitchen by outside groups.

**M. CHILDREN:**

Children need to be supervised at all times by an adult and never left alone outside of conference rooms. Children need to be inside conference rooms with applicant. No one should be able to hear your meeting in the hallways.

**N. ARTS AND CRAFTS:**

No glue or hot glue guns are allowed in Municipal Center conference rooms.

**O. POSTERS:**

You may hang posters around the Municipal Center the day of the event for directional purposes. This must be coordinated with the building maintenance supervisor and blue painters tape must be used.

**P. SMOKING:**

All municipal facilities are public buildings and are smoke free. Smoking is not permitted in any City facility or on the Municipal Center Campus or Municipal Parking Facility.

**Q. PETS AND ANIMALS:**

No pets or animals are allowed into the Municipal Center or conference rooms. Animals will only be allowed if needed for a health reason.

**R. STORAGE:**

The Municipal Center is not to be used for storage of equipment or supplies. Items, equipment and supplies must be removed after each meeting.

**S. ALCOHOL OR CONTROLLED SUBSTANCES:**

Except by permit or license, no person shall consume intoxicating liquor or 3.2 percent malt liquor in a public park, on any public street, sidewalk, parking lot or alley, or in any public place other than on the premises of an establishment licensed under chapter 6 or where the consumption and display of liquor is lawfully permitted. The selling and consumption of alcoholic beverages may be allowed on the premises if a special events permit is obtained and approved by City Council. For more information please contact our City Clerk.

**T. FIREARMS:**

All firearms need to be pre-approved with this permit before they will be allowed on the premises. For more information please contact the Police Department.

**U. SEVERE WEATHER/EMERGENCY:**

In the event of an emergency and severe weather, building maintenance staff has the authority to suspend all activity within the facility and evacuate all individuals to the nearest emergency shelter. Police Department Locker Rooms shall serve as the Emergency Shelter for the Municipal Center.

**V. USE OF CANDLES AND OPEN FLAME:**

Candles may not be used without the prior approval of the City's Fire Marshall. There is no open flame allowed in the Municipal Center. For more information please contact the Fire Marshall.

**W. LIABILITY FOR DAMAGE:**

Users of conference rooms as an individual and as a group are liable for any damage to public or private property or injury to any person resulting from the use or presence at the facilities. 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 up to a \$1000 fine and/or 90 days in jail.

**X. SPECIAL EVENTS PERMITS:**

Please note that a special event permit will be required for all events where alcohol is sold or consumed, and/or there will be amplified music. The application must be submitted a minimum of 30 days prior to the event requested. Please allow sufficient time for processing of the permit, as a special event permit must appear before the City Council. For more information please contact our City Clerk.

\*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.