



## CITY OF RAMSEY FACILITY USE & RENTAL POLICY

**A. BACKGROUND:** The Ramsey Municipal Center, located at 7550 Sunwood Drive NW in Ramsey, houses the administrative and police functions of the City of Ramsey. The Municipal Center also serves as a location for various public meetings of the City Council, Committees, Boards and Commissions. Visit the City’s website at [www.cityoframsey.com](http://www.cityoframsey.com) or call 763-427-1410 for current meeting schedules.

The Ramsey Municipal Center contains five (5) conference rooms available for use by the public or outside organizations. Additionally, the City of Ramsey has multiple park facilities available for rent including an amphitheater, picnic shelters/pavilions, warming houses, concession stands and two buildings.

**B. PURPOSE:** The purpose of this policy is to establish written rules, regulations, definitions and a fee schedule that shall guide the use and rental of available Municipal Center conference rooms and park facilities within the City of Ramsey. The City of Ramsey makes its facilities available for public rental to encourage community engagement and establishes rates that reflect prioritization of Ramsey businesses, organizations and residents.

**C. AVAILABLE FACILITIES:** The following facilities may be available for public use in the City of Ramsey:

- 1) **Ramsey Municipal Center** - 7550 Sunwood Drive NW  
Alexander Ramsey Room\*\* Capacity 100

*\*\*Please note that the Alexander Ramsey Room also serves as the City’s official Emergency Operations Center (EOC). In the case that the EOC is in operation, outside use of the room will not be available.*

- Lake Itasca Room Capacity 40
- Mississippi River Room Capacity 22
- Rum River Room Capacity 10
- Trott Brook Room Capacity 10

*Please note that capacity for these rooms is listed as available seating.*

- 2) **Central Park** - 7925 161<sup>st</sup> Avenue NW  
Park Center Building\*\* Capacity 74

*\*\*Please note that the Park Center building does not have a dedicated phone line within the facility.*

- Park Center Pavilion
- Lions Pavilion
- Concessions
- Ice Rink Warming House Capacity 30

- 3) **The Draw** - 7401 East Ramsey Parkway  
The Draw Amphitheater\*\* Capacity 350+

*\*\*Please note that the amphitheater has a three (3) hour rental minimum. Events that are put on for the enjoyment of all Ramsey residents, such as The City of Ramsey Foundation’s Summer Event Series, will take precedence over private events.*

- 4) **Elmcrest Park Community Building** - 16303 Quicksilver Street NW
 

Meeting Room	Capacity 52
Elmcrest Pavilion	Capacity 100
Concessions	
  
- 5) **Ramsey Elementary Ice Rink Warming House** - 15000 Nowthen Boulevard NW
 

Ice Rink Warming House	Capacity 30
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**D. HOURS AND DAYS OF USE:**

- 1) **Ramsey Municipal Center Hours:** The Ramsey Municipal Center is available for use by the public
  - 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, Independence Day, 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 at 763-433-9815.

- 2) **Ramsey Park Facilities:** The City of Ramsey parks may be reserved during the following times with a maximum four (4) hour rental:
  - Monday - Sunday: 7:00 a.m. - 10:00 p.m.

Back to back rentals may be approved upon special request.

**E. ELIGIBLE USERS:** Eligible users are broken down into four (4) groups: non-profit organizations, for-profit organizations, general public and business networking groups.

- 1) **Non-profit organizations:** These 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 that 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.

Home owners associations (HOA) are considered general public-resident. They are not considered a non-profit organization.

- 2) **For-profit organizations:** 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 non-profit 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.

- 3) **Business networking groups:** These 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.

- 4) **General public:** This includes anyone who does not fall under the non-profit, for-profit and business networking groups. Home owners associations (HOA) are considered general public-resident.

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.

For-profit organizations and the general public are also classified by resident and non-resident users.

a.) **Resident/Ramsey Business:**

- Valid I.D. such as a driver license or other proof of residency.
- A civic group, organization, business, industry or school with its physical facilities located within the City limits.
- A representative of a youth organization, community school, or church wherein at least fifty (50) percent of the participants are Ramsey residents or which have provided significant benefit and service to and for the City.

- b.) **Non-Resident/Non-Ramsey Business:** Any person, civic group, organization, business, industry, church or school not residing or having physical facilities located within the City limits of Ramsey.

The physical sale or transaction of goods or services is not allowed within the Municipal Center for any user.

- 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 the said reservation. All remaining reservations will be accepted on a first come first serve basis upon receiving a completed application.

- G. APPLICATION:** Applications for non-profit organizations, for-profit organizations, general public and business networking groups must be filled out and submitted a minimum of fourteen (14) days prior to the proposed date of rental. "Park Facility Use Permit" applications and "Municipal Center Facility Use Permit" applications can be found on the City's website.

Reservations may be made no more than **one (1) year** in advance with the exception of annual lease agreements. Reservations for the current year begin the first working day in January of that year, with the exception of annual lease agreements.

Governmental functions normally are scheduled at a minimum of three (3) days in advance. However, this requirement may be waived if the need is significant or an emergency exists. Governmental functions may supersede any other use with or without reservations if 1) three (3) days' notice is given; or 2) there is no other practical alternative. An attempt should be made, as practicable, to find other alternatives and give three (3) days' notice whenever possible.

The permit to utilize a room within the Municipal Center and park facilities is valid only for the date, time and person specified in an approved application. **Groups may not occupy a room longer than their reserved time frame.**

**H. FEES AND DEPOSITS:**

- 1) **Rental Fees:** In order to meet the coordination, facilitation and maintenance costs which result from continued use of these facilities, the below fee schedule has been developed. Rental fees must be paid fourteen (14) days prior to the scheduled reservation date.

Maintenance fees on annual lease agreements must be paid at the beginning of the lease calendar; any unused reservations may be substituted for a rescheduled night and will not be refunded.

The City Administrator reserves the right to waive rental fees for distinct situations at his/her discretion.

**2017 RAMSEY MUNICIPAL CENTER  
CONFERENCE ROOM RENTAL RATES (dollars)**

	Non-Profit (pay min. maintenance fee)	For-Profit		Business Networking Groups	General Public	
		Ramsey Business	Non- Ramsey Business		Resident/ HOA	Non- Resident
<b>STANDARD ROOM FEES</b>						
Alexander Ramsey Room	5	105	135	25	60	135
Lake Itasca Room	5	65	110	20	40	110
Trott Brook, Rum River, Miss. River	5	35	80	15	20	80
<b>ADDITIONAL FEES</b>						
After Hours/Weekend Hourly Rate	61	61	61	61	61	61
Coffee Service (per pot)	3	3	3	3	3	3
Damage Deposit (every user, every room)	100	100	100	100	100	100

**2017 RAMSEY PARK FACILITIES  
RENTAL RATES (dollars)**

	Non-Profit (pay min. maintenance fee)	For-Profit		Business Networking Groups	General Public	
		Ramsey Business	Non- Ramsey Business		Resident/ HOA	Non- Resident
<b>CENTRAL PARK FEES</b>						
Park Center Building	5	95	125	20	95	125
Park Center Pavilion	-	-	-	-	-	-
Lions Pavilion	-	-	-	-	-	-
Concessions	5	55	65	20	55	65
Warming House	5	85	95	20	85	95
<b>ELMCREST COMMUNITY PARK BUILDING FEES</b>						
Meeting Room	5	95	125	20	95	125
Meeting Room + Concessions	5	105	135	20	105	135
Pavilion	-	35	45	-	35	45
Pavilion + Concessions	5	55	75	20	55	75
Room + Concessions + Pavilion	5	115	145	20	115	145
<b>THE DRAW PARK FEES</b>						
Amphitheater ( 3 hr. min)	-	50	75	-	50	75
<b>RAMSEY ELEMENTARY WARMING HOUSE FEES</b>						
Ramsey Elementary Warming House	5	85	95	20	85	95
<b>ADDITIONAL FEES</b>						
Picnic Table Moving (per table)	65	65	65	65	65	65
Key Deposit	55	55	55	55	55	55
Damage Deposit	100	100	100	100	100	100

These rates will be based on a resident versus non-resident basis and dependent upon the capacity of the room. In an effort to encourage community engagement, rates reflect prioritization of local businesses, organizations and residents. Rates will be reviewed and adjusted periodically by Council resolution.

2) **Additional Fees:**

**a) After-hour/weekend hourly rate:** (For Municipal Center rooms only)

Regular hours are Monday - Thursday: 7:00 a.m. - 9:30 p.m. and Friday: 7:00 a.m. - 4:30 p.m. **If a group's reservation extends past regular hours, they will be charged the after-hour rate accordingly.**

**b) Coffee Service:** 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 meeting rooms. No storage of equipment is allowed in the meeting rooms or kitchens by outside groups.

**c) Picnic Table Moving:** A notice of seven (7) days in advance of the event is required for this service and is subject to adopted fees.

3) **Deposit Fees:**

**a) Key Deposit:** (For park facilities only)

Keys or access cards may be issued for access to the facilities with a key/card deposit. This deposit will be reviewed and adjusted periodically by Council resolution. Transfer of the key/card to another individual or group is not allowed. Keys cannot be duplicated. Violation of this policy will result in forfeiture of your deposit and revocation of your reservation privilege. All groups (including non-profit groups) are charged for the key deposit.

**b) Damage Deposit:** A refundable damage deposit will be charged to all groups using the facilities. Groups entering into one-year leases 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, lock all doors, turn off all lights before leaving the facility and set the thermostat to 60° in winter months and 74° in summer months (in the park facilities only). The need for additional cleaning or other maintenance could result in the City's retention of all or a part of the damage deposit.

**c) Return of Key and Damage Deposits:** Deposits are not held. They are deposited and a check from the City is issued at the time of refund. The deposit will be returned upon return of facility key (park facilities only) and satisfactory inspection of the condition of the facility.

To ensure return of the full deposit, please complete the following:

- General clean-up of the facility and wiping down tables is the responsibility of the group. Please be courteous that the facility is in clean condition for the following renter.
- Pick up surrounding area of trash.
- All trash and recycling should be thrown away in the correct bins.
- Remove all banners, tape, balloons and signage used during your reservation.
- Put back chairs and tables as they were when you arrived.
- Ensure that no damage or vandalism occurs at the facilities during your reservation.
- Restock restrooms (park facilities only).
- Return key the following business day (park facilities only).

**d) Additional Park Facility Notes:** To keep park rental costs to a minimum, park staff does not work after hours; therefore, your cooperation may include the need for light pre-cleaning, due to normal public use of park facilities or wildlife impacts, etc. Please note that after-hours staff should be contacted for emergency purposes only.

When scheduling your reservation, please request extra time to allow for your set-up and to check that the facility is in good operating order with adequate tables and chairs available. Test electrical outlets if needed; please be aware that overloading any outlets may trigger a circuit to break. Consider alternatives to weather conditions or power surges. Please no pounding of stakes due to irrigation systems.

**I. CANCELLATION POLICY:** There will be no refunds made due to inclement weather. However, full refunds will be available for cancellations made at least five (5) working days (Monday - Friday) prior to the scheduled event. No refunds will be issued if cancellation is made less than five (5) working days prior to the event.

**J. SEVERE WEATHER/EMERGENCY PROCEDURE:**

- 1) **Ramsey Municipal Center:** In the event of an emergency and/or severe weather, building maintenance staff has the authority to suspend all activity within the facility and evacuate all individuals to the nearest emergency shelter. The Police Department Locker Rooms shall serve as the Emergency Shelter for the Municipal Center.
- 2) **Ramsey Park Facilities:** In the event of an emergency and/or severe weather, find the nearest emergency shelter.

**K. 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 the applicant from their deposit.

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

- 1) **Furniture:** Chairs and tables may not be moved about within the room in which they are located, 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 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.)
- 2) **Audio Visual Equipment:** 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 event for use of City owned audio and visual equipment. All equipment should be used for its intended purpose.

**M. FOOD AND BEVERAGE IN MEETING ROOMS:** Food and beverages may only be served and/or consumed in the Park Center Building, Elmcrest Park Community Building, Lake Itasca Room, and the Alexander Ramsey Room. Food may not be consumed in the remaining Municipal Center conference rooms (Mississippi River Room, Rum River Room, Trott Brook Room).

**N. 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 facilities with applicant. In the Municipal Center, noise from within conference rooms should not be heard out in the hallways.

**O. ARTS AND CRAFTS:** No glue or hot glue guns are allowed in Municipal Center conference rooms or park facilities.

**P. POSTERS:** Posters may be hung 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.

**Q. SMOKING:** All municipal facilities and City parks 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.

**R. 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. In City of Ramsey parks all dogs shall be restrained at all times on adequate leashes no greater than eight (8) feet in length.

**S. STORAGE:** The Ramsey Municipal Center and Ramsey park facilities are not to be used for storage of equipment or supplies for organized groups of the general public. Items, equipment and supplies must be removed after each meeting.

- T. ALCOHOL AND CONTROLLED SUBSTANCES:** Alcoholic beverages are not allowed in City of Ramsey parks, with exception to The Draw. 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 event permit is obtained and approved by City Council. All glass bottles must be removed from the premises. For more information regarding a special event permit, please contact the Public Works Administrative Assistant at 763-433-9820.
- U. FIREARMS:** All firearms need to be pre-approved with a permit before they will be allowed on the premises. For more information please contact the Police Department at 763-427-6812.
- V. USE OF CANDLES:** Candles may not be used without the prior approval of the City's Fire Marshal. There is no open flame allowed in the municipal facilities. For more information please contact the Fire Marshal at 763-427-4452
- W. LIABILITY FOR DAMAGE:** The users of the facilities 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 a \$1,000 fine and/or ninety (90) days in jail.
- X. SPECIAL EVENT PERMITS:** Please note that a special event permit will be required for all events where alcohol is sold or consumed, and/or where there will be amplified music. The application must be submitted a minimum of thirty (30) days prior to the requested event. For more information please contact the Public Works Administrative Assistant at 763-433-9820.

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, amended February 26, 2013, amended August 8, 2016.