



CITY OF RAMSEY

CITY HALL CONFERENCE ROOM RENTAL POLICY/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 or call 763-427-1410 for current meeting schedules.

The Ramsey Municipal Center contains ~~four (4)~~ five (5) conference rooms available for use by the public or outside organizations. Municipal Center rooms are not available for banquet purposes.

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. 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
Lake Itasca Room	Capacity 40
<u>Mississippi River room</u>	<u>Capacity 10</u>
Rum River Room	Capacity 10
Trott Brook Room	Capacity 10

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

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. - 9:00 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.

E. **ELIGIBLE USERS:** Eligible users are broken down into ~~four (4)~~ three (3) groups: 1) non-profit/youth organizations, 2) business networking and groups, homeowners' association groups and 3) the general public.

1) Non-profit organizations/Youth Organization: Recognizes City of Ramsey 501c3 groups or non-profit group that provides significant service to and for the City in the current year. 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 local non-profit 501c3 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 along with events involving sales such as garage sales, tupperware, craft and sportsman's shows, business marketing events. These type of events fall under the category of Special Events – for profit in the schedule of rates and charges of \$240 along with deposit fees.

2) Business networking/Homeowners' Association 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.

~~3)~~ Homeowners' Associations located within the City of Ramsey limits are offered a reduced rate from the general public status for City Hall facilities.

~~34)~~ General public: This includes anyone who does not fall under the non-profit/youth organization, homeowners association and business networking groups.

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 local non-profit status, business registration, driver's license and/or additional information may be requested to assist in this determination.

The general public are also classified by resident and non-resident users.

a.) Resident:

- 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: 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. 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 and payment.
- G. **APPLICATION:** Municipal Center Facility Use Permit applications can be found on the City's website at www.cityoframsey.com and must be filled out and submitted a minimum of fourteen (14) days prior to the proposed date of rental. Municipal Center meetings that occur Monday through Friday within the City's normal business hours of 8:00 am to 4:30 pm require a minimum of seven (7) days lead time prior to the proposed date of rental; meetings that occur outside of normal business hours require a minimum of fourteen (14) days prior to the proposed date of rental. In the event your date is not available, an alternate date or location will be offered. This also applies to any discrepancy in a reservation.

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 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.

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.

**2022 RAMSEY MUNICIPAL CENTER
CONFERENCE ROOM RENTAL RATES (dollars)**

	Youth Organization/ 501c3 Group	Business Networking Groups	Homeowners Association	General Public	
				Resident	Non- Resident
STANDARD ROOM FEES					
Alexander Ramsey Room	40	30	60	80	120
Lake Itasca Room	40	30	60	80	120
Trott Brook, Rum River	10	20	20	40	80
ADDITIONAL FEES					
After Hours/Weekend Hourly Rate	65	65	65	65	65
Coffee Service (per pot)	5	5	5	5	5
Damage Deposit (every user, every room)	100	100	100	100	100
<i>Additional Fees may apply for Special Events</i>					

**DRAFT 2023 RAMSEY MUNICIPAL CENTER
CONFERENCE ROOM RENTAL
HOURLY RATES (dollars)**

All room rentals are subject to a two hour minimum reservation.	Youth Organization/ 501c3 Group	Business Networking and Homeowners Association Groups	General Public	
			Resident	Non-Resident
STANDARD ROOM FEES				
Alexander Ramsey & Lake Itasca Room	15	50	45	65
All Other Rooms	15	50	25	45
ADDITIONAL FEES				
After Hours/Weekend Hourly Rate	100	100	100	100
Coffee Service (per pot)	5	5	5	5
Damage Deposit (every user, every room)	100	100	100	100
<i>Additional Fees may apply for Special Events</i>				

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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. - 9:00 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.**

3) Deposit Fees:

- a) **Damage Deposit:** A refundable damage deposit will be charged to all groups using the facilities. Damage deposits, are due at the time of reservation. Full payment for the reservation fee is due two (2) weeks prior to the event. If reservations are made less than two weeks in advance of the event, full payment is due at the time of the reservation. If payment is not received at the time the reservations is made or two weeks prior to the event, whichever is later, the reservation will be cancelled and any damage deposits will be refunded.

Damage Deposit Policy:

If an organization has recurring meetings and meets 4 or more times per year in the same or similar room, one damage deposit can be placed and held for all meetings. Deposits may be held for up to five years, after which time a new deposit is required and the prior deposit will be returned. If any organization meets 3 times per year or less, deposits will not be held.

The need for additional cleaning or other maintenance could result in the City's retention of all or a part of the damage deposit.

- b) **Damage Deposits:** Deposits are not held. If a deposit is made by check they are deposited and a check from the City is issued at the time of refund. Deposit will be refunded upon 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.

When scheduling your reservation, please schedule 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. Games filled with toys or candy that might become messy may not be allowed, please inform staff for approval.

- I. **CANCELATION 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.

- K. CLEAN-UP AFTER USE:** General clean-up of the facility is the responsibility of the applicant. If any item such as confetti or similar 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 facility 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: 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 Lake Itasca Room and the Alexander Ramsey Room. Food **may not** be consumed in the remaining Municipal Center conference rooms (Rum River Room, Mississippi River Room, or Trott Brook Room) or approval for food may be granted by the Building Maintenance Supervisor @763-433-9815 on a case by case basis.

- 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, hot glue guns, glitter, permanent markers are allowed in Municipal Center conference rooms.

- 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. ALCOHOL/SMOKING:** All municipal facilities are alcohol and smoke free. ~~Consuming alcohol or sSmoking~~ 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.
- S. **STORAGE:** The Ramsey Municipal Center 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. **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.
- U. **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 any municipal facilities. For more information please contact the Fire Marshal at 763-427-4452
- V. **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.

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, amended November 27, 2018, amended August 5, 2019, amended July 31, 2020, and proposed draft amendment to be reviewed January 24, 2023, with a proposed adoption of February 14, 2023