



7550 Sunwood Drive NW  
 Ramsey, MN 55303  
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 www.cityoframsey.com

## Municipal Center Conference Room Rental Policy

### 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 features ~~five~~ ~~four~~ (54) conference rooms available for use by the public or outside organizations. Municipal Center conference rooms are not available for banquet purposes or any similar event.

### 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 conference rooms.

### AVAILABLE CONFERENCE ROOMS

The following conference rooms may be available for public use:

- Alexander Ramsey Room      Seating Capacity 100
- Lake Itasca Room            Seating Capacity 40
- Mississippi River Room      Seating Capacity 10
- ~~Rum River Room~~            ~~Seating Capacity 10~~
- Trott Brook Room            Seating Capacity 10

Please note: food is only allowed in the Alexander Ramsey and the Lake Itasca Rooms. Food is not allowed in the Mississippi, ~~Rum River~~ or Trott Brook Rooms.

- Council Chambers            Seating Capacity 92
  - The Council Chambers may be used for Candidate Forums at no charge, contingent upon the forums being open to the public. Any other circumstance involving the Council Chambers or public forums in general within the Municipal Center must be approved in advance by the City Administrator, as he or she stipulates said terms and conditions of use.

### REGULAR HOURS AND DAYS OF USE

The Ramsey Municipal Center conference rooms are available for use by the public:

- Monday through Thursday: 7:00 a.m.–9:00 p.m., and
- Friday: 7:00 a.m.–4:30 p.m.

After-hours 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. After-hours fees apply as shown within the Additional Fees Chart below. For more information, please contact the Building Maintenance Supervisor at 763-433-9815.

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, Juneteenth, Labor Day, ~~Veteran's~~ ~~Veterans'~~ Day, Thanksgiving Day, (and the day after Thanksgiving Day), Christmas Eve, and Christmas Day

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## ELIGIBLE USERS

Eligible users are broken down into two (2) groups: 1) non-profit/youth organizations and 2) the general public.

- 1) **Non-profit Organizations/Youth Organizations:** The City of Ramsey recognizes 501 (c) (3) groups or non-profit groups that provide significant service to and for the City. 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 Clubs, Lions Clubs, Rotary Clubs, Beyond the Yellow Ribbon, religious institutions, government institutions, educational institutions, student study groups, senior citizen clubs, etc. With the exception of student study groups, proof of local non-profit 501 (c) (3) 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.

- 2) **General Public:** This includes anyone who does not fall under the non-profit organizations/youth organizations groups. In cases where it is unclear whether a group or organization merits a certain status, the City of Ramsey personnel shall determine. Proof of local non-profit status, driver's license and/or additional information may be requested to assist in this determination.

The general public is also classified by resident and non-resident users. In all cases, the physical sale or transaction of goods or services is not allowed within the Municipal Center for any user.

a. **Resident:**

- Valid I.D. such as a driver's 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 has 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.

## APPLICATION RESERVATIONS

Municipal Center conference rooms [can be reserved online at https://secure.rec1.com/MN/ramsey-mn/catalog](https://secure.rec1.com/MN/ramsey-mn/catalog) applications can be found on the City's website at [www.cityoframsey.com](http://www.cityoframsey.com), and must be completed and submitted a minimum of seven (7) days prior to the proposed date of rental. Meetings that occur outside of regular business hours, as listed above, require a minimum of fourteen (14) days prior to the proposed date of rental. In the event your preferred date is not available, an alternate date 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 users 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 provide 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.

**APPLICATION RESERVATIONS** *continued*

When scheduling your reservation, please allow extra time to ensure your setup and check that the room is in good operating order, with adequate tables and chairs available. Test electrical outlets if needed; please be aware that overloading any outlet may trigger a circuit to break. Items such as glue, glitter, permanent markers, confetti and the like are not allowed without prior staff approval.

**FEES**

- 1) **Rental Fees:** In order to meet the coordination, facilitation and maintenance costs which result from continued use of these facilities, the following fee schedule has been developed. The City Administrator reserves the right to waive rental fees for distinct situations at their discretion.

**Ramsey Municipal Center Conference Room Rental – Fees**

Rates are per hour, 2-hour minimum, 30-minute increments thereafter			
	Youth Organizations/501 (c) (3) Groups	General Public	
		Resident	Non-Resident
Alexander Ramsey and Lake Itasca Rooms	\$15.00	\$45.00	\$65.00
Other Conference Rooms	\$15.00	\$25.00	\$45.00

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**Ramsey Municipal Center Conference Room Rental – Additional Fees**

	Youth Organizations/501 (c) (3) Groups	General Public	
		Resident	Non-Resident
After-hours/weekend hourly fees	\$100.00	\$100.00	\$100.00
Coffee service per pot	\$5.00	\$5.00	\$5.00

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2) **Additional Fees:**

**After-Hours/Weekend Hourly Fees:** After hours 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 the event. For more information, please contact the Building Maintenance Supervisor at 763-433-9815.

**Coffee Service:** Coffee service is available in the Alexander Ramsey Room and the 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.

**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-served basis upon [receiving a completed application completing an online reservation and with](#) payment.

**RULES OF USE**

**ALCOHOL/SMOKING:** All municipal facilities are alcohol and smoke-free. The consumption of alcohol or smoking is not permitted anywhere on the Municipal Center grounds or in the Municipal Parking Facility.

**ARTS AND CRAFTS:** No glue, hot glue guns, glitter, permanent markers or such items are allowed in conference rooms.

**AUDIO VISUAL EQUIPMENT:** Please contact the IT Department at 763-433-9827 at least two (2) days in advance prior to your event for the use of City-owned audio and visual equipment. All equipment should be used for its intended purpose.

**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 through 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.

**CHILDREN:** Children need to be supervised at all times by an adult and never left alone outside of conference rooms. Noise from within conference rooms should be kept low enough so as not to be heard out in the hallways.

**CLEAN-UP AFTER USE:** General clean-up of conference rooms is the responsibility of the applicant. If any items, such as confetti or similar, are thrown in a conference room, your group is responsible for cleaning up said material. All trash and recycling should be deposited in the correct bins.

**FIREARMS:** All firearms must be pre-approved with a permit before they are allowed on the premises. For more information, please contact the Police Department at 763-427-6812.

**FOOD AND BEVERAGES IN MEETING ROOMS:** Food and beverages may only be served and/or consumed in the Alexander Ramsey Room and the Lake Itasca Room. Food may not be consumed in the remaining conference rooms (~~Rum River Room~~, Mississippi River Room, or Trott Brook Room), or approval for food may be granted by the Building Maintenance Supervisor at 763-433-9815 on a case-by-case basis.

**LIABILITY FOR DAMAGE:** All users of conference rooms are liable for any damage to public or private property or injury to any person resulting from the use or presence within the building. If damage is found, the group will 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.

**PETS AND ANIMALS:** No pets or animals are allowed into the Municipal Center or conference rooms. Animals will only be allowed if needed for health reasons.

**POSTERS:** Posters may be hung around the Municipal Center on the day of the event for directional purposes. This must be coordinated with the Building Maintenance Supervisor, and blue painters' tape must be used.

**FEES:** Fees will be reviewed and adjusted periodically by Council resolution.

**SEVERE WEATHER/EMERGENCY PROCEDURE:** In the event of an emergency and/or severe weather, building maintenance staff has the authority to suspend all activity and evacuate all individuals to the Police Department Locker Rooms, which is the official emergency shelter for the Municipal Center.

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

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**RULES OF USE** *continued*

**USE OF CANDLES:** Candles are not allowed in the Municipal Center, including conference rooms.

**USE OF FURNITURE AND EQUIPMENT:** Chairs and tables may not be moved within the conference rooms 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. All furniture should be used for its intended purpose. If the 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).

*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, amended February 14, 2023, and amended November 26, 2024.*