



APPLICATION AND PERMIT
CITY OF ROSEAU FACILITY RENTAL
P.O. Box 307, Roseau, MN 56751

APPLICANT INFORMATION (THIS APPLICATION FORM AND A \$75 DEPOSIT MUST BE PROVIDED TO THE CITY TO GUARANTEE YOUR ROOM RESERVATION – ANY RESERVATION WITHOUT THIS APPLICATION AND DEPOSIT IS SUBJECT TO CANCELLATION WITHOUT NOTICE)

Individual(s)/Organization renting facility: _____

Individual/Organization Class: Government School/Hospital Non-Profit Org/Church/Service Club
 For-Profit Event/Business/Private Party Other (Describe) _____

City of Roseau Taxpayer: Yes No

Event Description: _____

Event Date(s): _____ Time in: _____ Time out: _____

Facilities requested: Library meeting room City Council Chambers Memorial Arena
 Community Center: All or select room(s): Trapper Room Trader Room Voyageur Room
Room Dividers Pulled _____

Kitchen requested: Yes No

Sound System requested: Yes No Sound System Info: _____

Riverview Park Gazebo requested: Yes No If Yes, Time Desired: From: _____ To: _____

Special Instructions/Notes: _____

Print name of primary contact person: _____

Phone day: _____ Phone evening: _____ Phone cell: _____

e-mail: _____ Will Contact Person be in attendance at event? Yes No

If no, name and contact number of Responsible Person or Persons at event:

Alcohol To Be Served: YES NO If yes, Name of Licensed Bartender _____

(ANY APPLICATION INVOLVING THE SERVING OF ALCOHOL MUST BE RECEIVED BY THE CITY AT LEAST 45 DAYS PRIOR TO THE EVENT)

Community Center Use Rules Received: Yes No

I hereby certify that I am an agent of the above-named organization/individual and have been authorized to accept in their name the responsibility for observance of the rules and regulations of the City of Roseau as a condition of the issuance of this permit. I agree to release the Roseau City Center, City of Roseau, their employees, and leaders of all liability related to accidents or injuries which myself, members of my family or any participant might incur while participating in the above-mentioned event. Participants in the above-mentioned event are not covered under the Roseau Community Center's or City of Roseau's medical insurance policy. I understand that the permit for use of the City facilities may be cancelled if any of the rules are violated and future use may be denied.

Authorized Signature

Date

FOR OFFICIAL USE ONLY

FEES:	Charged	Paid	Date
Gazebo	\$ _____	\$ _____	_____
Room Rental	\$ _____	\$ _____	_____
Police Officer (9-1:30)	\$ _____	\$ _____	_____
Police Officer (Extra Hours)# _____	\$ _____	\$ _____	_____

DEPOSITS:	Charged	Paid	Date
Room Reservation	\$ <u>75.00</u>	\$ _____	_____
Damage Deposit	\$ <u>250.00</u>	\$ _____	_____
Microphones: Mic # _____	\$ _____	\$ _____	_____

Certificate of Liability Insurance Received: Yes No N/A

Bartender Insurance on File: Yes No

KEYS: # _____ Date signed out _____

Date returned _____

MICROPHONES: # _____ Date signed out _____

Date returned _____

Deposit Refund approved: YES NO PARTIAL

If partial: Amount _____

Date mailed _____ By _____

If no, or less than full amount deposited, is returned, reason _____



ROSEAU COMMUNITY FACILITY USE RULES & GENERAL INFORMATION

Purpose: The City of Roseau provides spaces in the City Center and Arena for use to the public for meetings, celebrations, dinner, etc. Fees may be charged for use of the facilities dependent on the user group and nature of the event. Contact the Roseau Police Department for a fee schedule and reservation information 218-463-3129.

Use: Use of the city facilities are limited to events appropriate for the construction and design of the building. The City Center shall not be used for activities which are more suitable for a gymnasium or other more durably constructed facility. All users are responsible for damages to the building because of any activity or event held in the facilities including common spaces and grounds. The City of Roseau requires proof of insurance for the user group and event be provided prior to holding an event in a community facility.

Community Room Users agree to supervise conduct of the members of their group and are responsible for policing the use of the City Center during after-hour events. Common areas are available for registrations, displays, restrooms, coats, etc. However, all activities, food, and beverages shall be contained within the community rooms. No activities shall take place in areas of the 2nd floor of the City Center, unless such activities have been first approved by the City Council.

All activities within Memorial Arena shall be restricted to only the main arena and warming house areas. Locker rooms and other below grade rooms shall not be used or entered during an event.

Conduct: Users shall comply will all city ordinances, Minnesota State Statutes, Federal laws and the established rules for use of the Roseau City Center and Memorial Arena. Disorderly conduct of participants is prohibited, and any person whose conduct is unbecoming may be removed by law enforcement. The permit holder shall assume full responsibility for any unlawful act in the exercise of the permit.

Decoration: Decoration of the facility is allowed but limited to items which do not physically mar any of the building's finished surfaces. **NO TACKS, TAPE OR OTHER ADHESIVE SHALL BE PLACED ON THE WALLS/CEILINGS OR OTHER INTERIOR SURFACES – IT WILL PULL THE PAINT OFF THE WALLS. (USERS WILL BE CHARGED A MINIMUM \$25 DAMAGE FEE FOR ANY WALL DAMAGED BY TAPE OR OTHER ADHESIVES)** Other decoration items that cannot be easily cleaned and removed shall also be prohibited from the building (**GLITTER, SMALL CONFETTI, ETC.**). The City also prohibits use of any hazardous materials, explosives, pyrotechnics or open flames (**TORCHES, OTHER FIRES**) within the building. Candles completely contained within a glass bowl or other suitable fire-resistant container may be used with city approval.

City Center Flooring: The Community room floors utilize a commercial grade flooring suitable for heavy foot traffic, dancing, tables, and chairs, etc. This flooring is non-skid and resists staining from spills. However, the flooring is vinyl which can be cut, marred, and scratched by dragging tables and other heavy objects across the surface. **ALL ITEMS MUST BE CARRIED ACROSS THE FLOOR OR ROLLED ACROSS THE FLOOR ON RUBBER/VINYL WHEELS. CARE MUST BE TAKEN NOT TO PULL ITEMS ACROSS THE FLOOR WHICH WILL DAMAGE THE SURFACE.**

Tables & Chairs: The City has provided tables and chairs for the community rooms to accommodate approximately 400 occupants. These tables and chairs are all stored within the storage areas of the community rooms on rolling carts. Care should be taken when rolling these carts as they are heavy and pulling them in such a way that the wheels are not turning may damage the flooring. The carts for the chairs also function as coat racks. Some hangers have been provided on some of the carts for this purpose. **CARE SHOULD BE TAKEN NOT TO DRAG**

ANY TABLES ACROSS THE FLOORING AS IT WILL DAMAGE THE VINYL. ALSO CARE SHOULD BE TAKEN TO VERIFY THAT END CAPS ARE ON ALL TABLES AND CHAIRS BEFORE THEY ARE SET UP TO KEEP THEM FROM CUTTING INTO THE FLOORING. ANY BAD TABLES OR CHAIRS SHOULD BE BROUGHT TO THE ATTENTION OF CITY STAFF.

TABLES AND CHAIRS WILL NOT BE PROVIDED FOR EVENTS IN MEMORIAL ARENA

City Center Kitchen: The community room is provided with a catering kitchen area containing sinks, refrigerator, warming oven, coffee maker, serving area and clean-up area. Users may provide their own food and beverage or utilize a professional caterer. The kitchen is a staging kitchen only and all food shall be brought in prepared and ready to serve. Use of this room is restricted to users who have reserved the kitchen as part of their community room rental. The coffee maker and warming oven have operation instructions attached to them. *It should be noted that the coffee maker must be "turned on" approximately 1-2 hours prior to use.* All excess food and beverages from an event must be removed from the kitchen following the event and all furnishings and fixtures shall be cleaned and wiped down after use. The kitchen does not come supplied with any dishes, utensils, or other items. Any items needed for serving must be supplied by the user.

City Center Partition Walls: The community room can be divided into separate spaces by closing either of the two partition walls. Partition walls shall only be set up by City personnel. **One partition wall contains a doorway. This is an emergency exit route for one of the community rooms and it must not be blocked on either side by tables, chairs or other objects.**

City Center Heating/Cooling/Air Exchanger: The community rooms are automatically climate controlled to approximately 72 degrees. Users cannot adjust the thermostat. If a user would like the rooms slightly warmer or cooler, they should notify City personnel in advance of the event so that thermostats can be adjusted accordingly. The community rooms also utilize an economizer on the air exchange system reducing the amount of air circulation in the community rooms during non-use periods. City staff will program the air exchanger to operate during scheduled events; however, in the event that the air exchanger is not operating, room users can manually start the air exchangers by pushing the grey button on the thermostat located in the kitchen area next to the serving window. Pushing this button will turn on the air exchanger for 2 hours. If the event will go on longer than 2 hours the button must be pushed again for each 2 hours after the event has started. **IF THE AIR EXCHANGE IS NOT OPERATING, OCCUPANTS OF THE COMMUNITY ROOMS WILL NOTICE THE ROOMS BECOME WARM AND "STUFFY"--THIS IS A SIGN THE BUTTON NEEDS TO BE ACTIVATED AND THAT THE AIR EXCHANGER IS NOT OPERATING.**

Memorial Arena HVAC: There is no air conditioning within Memorial Arena.

City Center Sound System: The community rooms are equipped with a built-in sound system. The sound system will support public address needs as well as musical needs of DJ's and other bands. The sound system is split into three zones for each community room. These zones can be combined to work together if rooms are joined for different events. The City reserves the right to limit the sound levels of events during business hours or when more than one event is taking place.

Each of the three rooms are supported by 6 cordless microphones (3 handheld microphones and 3 lapel microphones). A total of 18 microphones are available for the entire space. The handheld microphones are the most effective microphones and are recommended for most uses unless a lapel microphone is specifically desired. All of the cordless microphones are pre-set and only require the operator to "turn them on". Table and floor microphone stands are available for use. **THE HANDHELD AND LAPEL MICROPHONES WITH THE SAME ROOM AND MICROPHONE NUMBER SHOULD NOT BE "OPEN" AT THE SAME TIME AS THEY WILL INTERFERE WITH EACH OTHER.** Microphones can be picked up at the City Clerk's office with a \$100 deposit per microphone. The deposit will be returned with each operating microphone returned to the city.

Each community room contains a "dial" on the wall to control the volume of the sound system. The dial can be elevated or reduced depending on the sound needs of the speaker or the music. Occupants desiring to have music play over the speaker system (DJ's, bands, CD's, MP3, etc.) can utilize an input cord from the City to plug into the

sound jacks located in each room. Mixing boards and other equipment can be plugged directly into the community room sound system amplifier and speaker system. Input cords can be picked up at the City Clerk's office with a \$25 deposit per cord. The deposit will be returned with each cord returned to the city.

Memorial Arena Sound System: The memorial arena sound system is available upon request but is limited to a jack connection for a single microphone or music device.

City Center Entrances & Doors: Entrances to the community rooms shall be limited to the East and South entrances for the general public after hours. The North entrance should only be used for personnel working in the kitchen area. All doors are required to be closed in the normal course of use of the building to meet fire codes. Doors should not be "propped" open and left unattended. All emergency exit doors (any door that has a sign indicating an exit) must be kept clear of obstructions in case of emergency.

City Center Keys: Users of the City Center community rooms after hours will be provided with 2 keys, one to the City Center building entrances and the other for the community rooms. In order to keep the entrance doors open, the large grey bar on the inside of the entrance door must be pushed in and the hex key (located on the hydraulic door opener above the door) inserted, until the bar is held in and the door remains unlatched. The second key will open all of the community room doors. These doors can be unlocked or unlatched (similar to the entrance doors), whichever is desired. The second key will also open the storage rooms for the tables and chairs and the kitchen area. Keys can be picked up at the City Clerks office where a deposit will be taken. Keys must be returned immediately after the event to the City Clerk's Office. Any lost keys will result in a forfeit of the user's deposit for the re-keying of the locks.

Smoking: Pursuant to the Minnesota Clean Indoor Air Act, the Roseau City Center Building and Memorial Arena are smoke-free facilities and **by order of the City Council the City Center grounds are smoke-free.**

Alcohol: Alcohol may only be served in the Roseau City Center/Memorial Arena by a licensed bartender (licensed in the City of Roseau) operating a portable bar in accordance with all State of Minnesota Liquor Laws (M.S. 340A 404) and with City Council approval (All applications for facility rentals involving the serving of alcohol must be submitted to the City of Roseau at least 45 days prior to the event). The City of Roseau also requires that the responsible party hire a Roseau police officer for the duration of the event, unless waived by the Roseau City Council in advance of the event. A police officer must be present at any event serving alcohol and the officer shall be paid \$50/hr. for all hours during which liquor is being served plus one half hour after bar closing time. No alcohol can be served after 12:30 a.m., and the room must be vacated by 1:00 a.m. for clean-up. All alcohol and bar equipment must be removed from the City Center at the end of the event. (By Council Action 10/01/07) **ALL alcohol must be purchased from your licensed bar. No alcohol can be brought in by the renter or other parties.**

Set-up & Clean-up: All spaces used should be left in a clean and orderly fashion (including kitchen, hallways and bathrooms). Each user is responsible for their own set-up and tear-down. City staff will ensure that any partition wall and sound system set-up and general cleaning of facilities have been undertaken by 12:00 pm on the day prior to the arrival of a party, unless scheduling requires other arrangements. All of the remainder of the set-up is the responsibility of the room user. After the event is over, any and all items set-up shall be taken down and put away. All equipment brought in by caterers, bartenders, bands or DJs must be removed from the City Center/Memorial Arena at the end of the event. Large debris and spills should be cleaned up following an event (the floor should be dry-mop swept). All food and other trash shall be cleaned-up, removed from the building and placed in dumpsters provided at the facilities. Any items brought into the City Center kitchen should be removed. The City Center kitchen should be cleaned and wiped down.

Fire Alarms: The Roseau City Center and Memorial Arena are equipped with fire alarm systems that automatically sends a notification to the Sheriff's dispatch to page Fire Department personnel. In the event of a fire alarm sounding, everyone shall immediately evacuate the building and wait in a safe location for the Fire Department or Law Enforcement to respond and provide an "all clear" notification prior to anyone returning into the building.

Tornado Warning: In the event of a tornado warning during an event at the City Center, all persons should move out of the community center rooms into an interior room, hallway, bathroom, or the fire stairwell and away from all windows and doors. Persons attending an event in Memorial Arena should seek shelter in the warming house basement.

City Center Snow Removal: The City provides snow removal around the City Center during normal business hours as time permits. However, City Center snow removal by city personnel after hours and on holidays and weekends is not guaranteed. City staff will try to remove snow after a large snow event as they are able with the priority being streets first then city parking lots and city facilities second. The City provides shovels and ice melt at the City Center entrances for removing snow by facility users.

Damages: Any damages to any facility or loss of equipment must be reported, repaired, or replaced within 24 hours of an activity. A complete inspection of the facility will be undertaken the day after an event, or as soon as possible thereafter. If no damages are found a complete refund of the damage deposit will be made.

Use Restrictions: The City of Roseau shall deny the use of any of the facilities to any individual, group or organization that has its use privileges revoked due to mistreatment of the facility, failure to conform to city policy or use rules; or is not current with any payments due the City of Roseau, including utility payments.

Assignment: The applicant shall not assign, transfer or sublet their use permit for a city facility to another organization without the permission of the City of Roseau.

Liability/Security Deposit/Insurance: The group, individual, or organization using a city facility shall agree to compensate the City of Roseau for all damages to facilities, equipment or other property owned by the City, to compensate any employee for damage to personal property by any person(s) attending the event, and further assumes all liability for any personal injuries, including death, caused by participants in the scheduled event. All users shall provide a security deposit in the amount dictated by the City of Roseau fee schedule and a certification of liability insurance coverage as required by the insurance schedule.

Refunds: Rental fees and other charges are completely refundable if the City cancels the use of a facility for any reason other than violations by the user. In the event the permit holder requests cancellation more than thirty (30) days before the event, a full refund will be issued. There will be no refund for any user cancelling within thirty (30) days before the event.

Reservations: All room reservations must be accompanied by a completed City Center/Memorial Arena Rental Application and \$75 deposit. Any reservation not accompanied by a completed application and deposit may be cancelled and the room provided to another potential renter with a completed application and deposit.

Acknowledgement: By the following signature I acknowledge that the City of Roseau has provided me with a copy of the rules for use of the Roseau City Center/Memorial Arena. Furthermore, I have read these rules and agree to abide by them and inform others using the facility of the rules and ensure their compliance with these rules.

Signature-Responsible Party

Date

Date of event _____

Insurance Requirements for City Facility Usage:

All events serving alcohol – A certificate of liability insurance shall be required in the amount of at least \$500,000 from the event sponsor. The certificate provided by the event organizer shall indicate the name and date of event, along with providing its location at the Roseau City Center/Memorial Arena. If a certificate of insurance cannot be obtained privately by the organizer, the organizer shall purchase a policy offered through the League of Minnesota Cities - GatherGuard (or similar policy) and name the City of Roseau as an additional insured (the typical cost of a GatherGuard policy for a wedding reception would be approximately \$100). In addition, the bar, which must be licensed to serve alcohol off-site, shall provide a liquor liability insurance certificate in the amount of at least \$1,000,000 with the City of Roseau named as an additional insured.

Private Parties, Fundraisers, Conferences, Meetings, Business Events, For-Profit Events, Concerts, Political Campaigns – A certificate of liability insurance shall be required from the sponsoring party or organization in the amount of at least \$300,000. The certificate provided by the event organizer shall indicate the name and date of event, along with providing its location at the Roseau City Center/Memorial Arena. If a certificate of insurance cannot be obtained privately by the organizer, the organizer shall purchase a GatherGuard policy offered through the League of Minnesota Cities Insurance Trust (or similar policy) and name the City of Roseau as an additional insured (the typical cost of a GatherGuard policy for a wedding reception would be approximately \$100).

Public Events not affiliated with the City (Any event held specifically for the enjoyment of the general public that is open to all and free of charge, including public service events such as immunization clinics, blood drives, public hearings, etc.) – A certificate of liability insurance shall be requested of the sponsoring organization in the amount of at least \$300,000. The certificate provided by the event organizer shall indicate the name and date of event, along with providing its location at the Roseau City Center. If after a request has been made, no insurance certificate can be obtained through the sponsoring organization's insurance company, an insurance certificate will not be required to hold the event. However, the City Council reserves the right to limit participation to, or require liability insurance from, any group, person, or vendor it deems to be an undue risk.

City sponsored Events/Activities – No certificate of liability insurance shall be required from individual participants; however, the event and all vendors/participants shall be provided to, and approved by, the Roseau City Council in advance of the event. However, the City Council reserves the right to limit participation to, or require liability insurance from, any group, person, or vendor it deems to be an undue risk.