

# RICHFIELD COMMUNITY CENTER RENTAL POLICIES

## 1. FEE CLASSIFICATION

### Purpose

The Richfield City Council establishes the following fee classification for the purpose of setting fees. Specific fee charges are dependent on the purpose of the rental activity, type of group, requested facility and special services and/or equipment needed with consideration to the market place and other such factors as may be deemed relevant.

### Fee class of rental users (see definitions in Section 8)

- Class 1 Programs and services administered by the Recreation Services Department, Community Events sponsored by the Recreation Services Department and other City programs, services, or activities.
- Class 2 Civic and non-profit groups, Ind. School District #280 & other governmental agencies.
- Class 3 Individual Richfield residents
- Class 4 Non-resident individuals and commercial groups.

### Holiday Rates

An additional fee equal to 50% of the regular rental fee is charged on major holidays and is subject to staff availability.

## 2. DAMAGE DEPOSIT

A \$200.00 damage deposit to cover damages or extraordinary cleaning costs is required at the point of sale for groups with the following conditions:

- 50 persons or more attending the rental, and/or
- Food served at the rental, and/or
- Music played at the rental

The damage deposit will be refunded within 30 days after the reservation date. The Recreation Services Director may exempt or require other regular renters to submit deposits depending upon past history.

## 3. CANCELLATION POLICY

### Cancellation Policy

Facility renters are eligible to receive a refund in the amount of 50% of the rental fee when canceling reservation prior to 14 days before rental date. No facility rental refunds are issued when canceling within 14 days of the rental date.

### Cancellation Policy for Regularly-Scheduled Renters

A cancellation fee equal to a one hour portion of the regular hourly fee will be charged if a rental is canceled by regularly scheduled renter within 48 hours.

## 4. OTHER CHARGES:

- Kitchen Rental-\$27 per daily use
- Coffee Maker-\$6 (100-cup cylinder), does not include coffee, cups, or condiments

## 5. BUILDING USE

- Smoking is prohibited in all areas of the building.

- The consumption of alcoholic beverages is prohibited in the Community Center, grounds, lot and adjacent Park. If alcohol is found on the premises the event will be stopped and rental fees and damage deposit will be forfeited.
- It is recommended that all food served at the Community Center is prepackaged or commercially prepared. The renter may arrange food service through a licensed caterer that is pre-approved by Community Center staff. Caterers are responsible for busing tables after the event and consolidating trash into receptacles. The Richfield Community Center reserves the right to exclude caterers if appropriate policies and procedures are not followed.
- The Richfield Community Center does not provide linens, dishes and table skirts.
- The Richfield Community Center will not discriminate against or harass any applicant because of race, color, religion, national origin, sex, disability, age, marital status or status with regard to public assistance.
- The Richfield Community Center is not liable for any loss, damage, injury or illness by the users of the facilities in the Community Center. Neither the City of Richfield nor its employees can be held responsible for any items that are left at the facility by the renter, caterer or contracted service.
- Fees cover the use of reserved facilities according to the hours indicated on the permit, or rental agreement. This includes all set-up time by the caterer and/or the customer. Occupancy of the reserved facility after the time indicated on the agreement will result in additional rental fee, which will be deducted from the deposit or assessed to the renter.
- Children must be attended by adults at all times and contained in the room rented.
- No decorations, banners or signs can be taped, pinned or affixed to the walls, ceilings or windows unless the appropriate staff has granted permission.
- Candles are not allowed.
- Orange and/or red color beverages are prohibited in the Community Center on carpeted areas.
- Audio equipment of any kind is prohibited. Music is permitted only on Community Center audio equipment (which accepts compact discs and VHS tapes), and Community Center staff will determine volume control.
- Youth groups (participants ages 18 and younger) must be chaperoned on a ratio of one adult per fifteen youth, or other ratio Community Center Staff deem necessary.
- Users take full responsibility for their group's conduct and for any loss, breakage or damage to the rooms, equipment or other community center property. The City of Richfield reserves the right to assign supervisory staff or maintenance personnel at an additional cost to the users, if deemed necessary by the particular function or activity.

## 6. RESERVATION PROCEDURES

- The Community Center is available for rental (depending on availability) on the following days and times:
  - Mondays, 9:00 am to 5:00 pm
  - Tuesdays through Thursdays, 9:00 am to 9:00 pm
  - Fridays, 9:00 am to 11:00 pm.

The Community Center is closed to rentals on Saturdays and Sundays.

- Full payment of room rental is due upon reservation. Reservation is required at least seven days prior to event.
- All groups using the center must have an approved permit, contract or lease prior to facility use. One contact person must be designated to make all arrangements with Community Center staff.
- Specific to the Richfield Room, fee class one and two can reserve the banquet room up to two years in advance of the event. Fee class three and four can reserve the banquet room up to 18 months in advance.
- Reservations can be made for regular use of the rooms for monthly meetings. Applications will be accepted initially in the month of July for the period of September 1 to August 31. Renters will be invoiced monthly and payment shall be made in advance of the first day of each month of use.
- Once a permit has been authorized, the holder cannot assign, transfer nor sublet to another party the use of the facility they reserved.
- The hours stated on the Facility Use Permit must be adhered to, as the facility will be opened for the applicant and closed at the times stated on the permit.

## 7. RENTAL AGREEMENTS FOR ADDITIONAL SERVICES

The Richfield Community Center Manager has the authority to negotiate rental fees and approve permits for additional services. Fees are based upon the cost to accommodate the rental, impact on the building, market price or other circumstances associated with the rental.

## 8. DEFINITIONS

### City programs, services, or activities

Includes the programs and services administered by the Recreation Services Department or any other City of Richfield department.

### Community events sponsored by the Recreation Services Department

Pertains only to the following events: Richfield Fourth of July

### Civic and non-profit groups

Includes civic organizations, political groups, churches, athletic associations, fraternal groups, charitable organizations, or character building organizations and which possess current Minnesota non-profit exempt status, and are devoted to social, educational, recreational and civic development or other like purposes.

Resident

Any person who maintains a residential address in the City of Richfield.

Commercial groups

Includes groups that operate for profit or the purpose of promotion or advertisement.

Governmental agencies

Includes county, state, federal agencies.

School District #280

Includes the following directly-related school activities: Community Education, curricular, co-curricular, and extra-curricular.