



Facility Use Guidelines

Hold Harmless Agreement

I understand that my use of the Waseca Community Conference and Training Room, City Council Chambers, and/or Lower Level Conference Room is voluntary and that I am using it for my benefit only. I agree that my use of any City facility is undertaken at my own risk and the City of Waseca will not be liable for any claims, injuries, damages of whatever nature incurred by me or members of my organization, or guests of my event due to negligence of a member of my organization, guests of my event, or negligence of third parties. On behalf of myself and the organization I represent, I expressly forever release and discharge the City of Waseca, its agents, or employees, from any such claims, injuries, or damages of whatever nature arising out of or connected with my use of any City Facility. I also agree to reimburse the City of Waseca for any damage, breakage, maintenance, theft of equipment beyond the damage deposit figure if so warranted.

Application Procedure

- A. Applications are available by calling 507-835-9700 or online at www.ci.waseca.mn.us
- B. Read through the entire application packet to make sure the room you choose will fit your needs.
- C. Contact City Hall, at 507-835-9700 to inquire if the facility is available on your desired date and time.
- D. Submit the application along with a picture ID and the damage deposit or damage deposit authorization form to City Hall. A copy of the ID is placed in the applicant's file.
- E. Application, ID, and damage deposit must be submitted at least 10 working days in advance of the reservation date to be guaranteed consideration of usage. Applications submitted less than 10 days prior to the event date will be considered, but there will be no guarantee of usage.
- F. Applicants must be 18 years old or older.

Application/Event Confirmation Procedure

- A. Applicants will be notified within 3 working days after the application/request is properly submitted to inform the applicant that we have received their request and the availability of their event date and time.
- B. All rental fees and damage deposits are due when the reservation is made.

Future Reservation Procedure (Active Applicants)

- A. To assure the availability, the City of Waseca reserves the right to limit the number of reservations for any given applicant.
- B. Active applicants may request a reservation in person, by mail, e-mail or by telephone no less than ten (10) days in advance of the desired reservation date. Active applications are those that have an application on file, a 100% damage deposit submitted or damage deposit authorization form on file, and do not have outstanding fees.

- C. The Administrative Assistant shall have the authority, subject to appeal of the City Manager, to prohibit or limit use of the Community Room by a particular user based upon knowledge that the user has caused damage to other public facilities or when disruption, damage, theft or other unfavorable history is recorded from previous use of the Community Room.
- D. See "Application/Event Confirmation Procedure" A, B, and C.

Notes

- A. The City of Waseca accepts cash, checks, VISA, Discover or MasterCard for damage deposits and rentals. The name of the individual or organization making the application must appear on the front of the check or credit card. All checks are cashed, including checks for the damage deposit. Checks are payable to "City of Waseca." Reimbursements of damage deposits will be processed with other City obligations twice a month in conjunction with City Council approvals.
- B. The maximum capacity:
 - a. Community Conference and Training room (303 S. State Street) is:
 - i. 71 - classroom style seating
 - ii. 163 - theatre-style seating
 - b. City Council Chambers (508 S. State Street) - 89 theatre-style seating
 - c. Lower Level Conference Room (508 S. State Street)
 - i. 40 - classroom style seating
 - ii. 85- theatre-style seating
- C. Do not expect to be let into the building or into the room you are using any sooner than the time you have indicated on your application. You are also expected to exit the building by the time indicated on your application. Failure to do so will result in additional fees assessed.
- D. Activities intended to be played outdoors; i.e. softball, baseball, soccer, lacrosse, etc. will not be allowed.
- E. The City will cancel all activities, due to inclement weather, when City Facilities close. It is your responsibility to call during inclement weather to inquire if we are open. The City of Waseca will not call you if we are closed.
- F. The City will not deny access to the Community Room on the basis of race, religion, sex, creed, age, sexual orientation or national origin. Allowing any group to use the Community Room does not imply endorsement of a group's views by the City.
- G. The Waseca Community Conference and Training Room and the City Council Chambers are ADA compliant. The Lower Level Conference Room is not ADA accessible.

Rules & Regulations

- A. All applications shall be revocable and shall not be considered a lease.
- B. The City reserves the right to cancel an application due to false information or violation of any rules and regulations.
- C. All City and state ordinances and laws must be observed;
- D. Usage of liquor, illegal chemicals and tobacco products on the premises is forbidden.
- E. Disorderly conduct of any kind is prohibited.

- F. Applicants are responsible for the actions of their guests.
- G. Damage deposits cannot be used towards payment of the rental fees due.
- H. Damage deposits on file will be refunded only if the facility is left in the condition it was found with each use and there are no outstanding charges.
- I. All rental fees and damage deposits are due when the reservation is made.
- J. Any outstanding charges incurred during the activity will be billed directly to the applicant and must be paid before damage deposit is returned or additional reservations may be used or approved.
- K. There will be no storage at the center. The Center is not responsible for any items left at the facility.
- L. The City will do what is reasonable and fair when a group cancels at the last minute. We cannot guarantee a refund. The applicant must speak with a staff person prior to the reservation time to be guaranteed any type of refund.
- M. An applicant is considered a “no show” if they have not shown up at their scheduled time. The reservation is held ½ hour past the application’s scheduled time and then that reservation becomes void. There will be no rental refund, and possible loss of future reservations requests.
- N. All applicants must check in at the Police Department as they enter the building.
- O. Reservations can be made Monday–Friday (except City holidays) from 8:00 a.m. – 4:00 p.m. All users shall vacate the building by 4:00 pm.
- P. Activities must confine themselves to the room(s) assigned to their use. Children brought by participants must also confine themselves to the room(s) assigned to the parent’s activity.
- Q. All rooms must be under competent adult supervision. There shall be one adult for every 10 youth in any room. Youth are defined as those under the age of 18 years of age.
- R. Any group desiring to use the kitchen and/or have food at their activity must abide by the “Food Use Guidelines”.
- S. User shall not make any alterations without written consent of the City. Alterations include any items that shall be hung, glued, taped or in any other way affixed to the walls, ceiling, floor, windows or light fixtures of the Community Room.
- T. Users are responsible for setting up and taking down of their event.
- U. The use of any city equipment or personal equipment to be brought in must be noted on the application and approved.
- V. City staff may request a picture ID from participants at any time to confirm residency requirements. If an adult does not present a proper identification when asked, they will be considered a non-resident.
- W. Report any damage you find or damage you have caused immediately to the office. If you have spilled something that additional tools (broom, vacuum, wet mop, carpet cleaner) is needed to clean up properly, inform the building supervisor.

- X. The User may not charge an admission fee, sell tickets or solicit donations at the Community Room without the express written permission of the City.
- Y. Any accidents or damage to the Community Room must be reported to the Records Secretary immediately following the event.
- Z. The User shall permit the City's officials, employees or agents to have access and to enter the Community Room at any time during the Event.
- AA. It is not the responsibility of the center staff to put rooms back into their original order or to clean up the rooms after each user. It is the responsibility of the user. Maintenance staff will do general cleaning such as vacuuming, mopping, sanitizing, dusting, etc. Before leaving the facility, it is the responsibility of the user to:
 - Return the room to the order in which it was found. If you moved it, move it back. If you brought it in, take it back out with you. If you unlocked it, lock it.
 - Return all equipment properly. If you got it out, put it back. If it is not working properly, tell the office.
 - Clean up. If you messed it up, you clean it up. Debris from tables, counters, carts, chairs and floor. Spills on tables, counters, carts, chairs and floor. Coffee pots cleaned out and wiped out. Coffee mugs, plates, or utensils prepared for washing.
 - Deposit excessive garbage in the dumpster outside. Garbage is excessive when the container is at least half full or if something is placed in the garbage with an odor.
 - Garbage that cannot fit into the dumpsters with the lid-closed shut must be taken with the applicant.

Food Use Guidelines

- A. Potlucks are permissible as long as the event is not open to the public.
- B. Concessions and temporary food stands are not permissible.
- C. Commercially prepared refreshments are permissible.
- D. Events open to the public must use a licensed caterer.
- E. The caterer must provide a copy of a Caterer's permit from the State of Minnesota.
- F. Food can be prepared/cooked in the kitchen, with additional guidelines, but the user must provide everything they need to prepare/cook and serve the food for their event. This includes cooking items, serving items, tablecloths, plates, silverware and glassware.
- G. Use of just the refrigerator, appliances, etc. is not permissible without renting the entire kitchen.
- H. Applicants must provide adequate help for preparation, serving and cleanup.
- I. Applicants must allow sufficient amount of time for cleanup; dishes, floors, tabletops, countertops, etc.

- J. The applicant must dispose of all garbage in the dumpsters outside. Garbage that cannot fit into the dumpsters with the lid-closed shut must be taken with the applicant.

Hours of Operation

- A. City Hall is open Monday through Friday, 8:00 am to 4:30 pm.
- B. The Waseca Community Conference and Training Room, City Council Chambers, and Lower Level Conference Room Center hours are Monday-Friday from 8:00 a.m.–4:00 p.m.
- C. Reservations will not be accepted on City holidays.

User Classifications

- A. City of Waseca Sponsored
- Meetings, trainings, city-sponsored events/functions
- B. Community Use – Open to the Public – No cost to participate
- a. Waseca residents, Waseca non-profits, Waseca community groups
- Meetings and training open to the residents of Waseca where there are no charges to the participant
 - Community Service Organizations might not be based in Waseca, but reaching out to service Waseca residents and there are no charges to participants attend the activity.
- C. Community Use – Open to the Public/Charge to participate – Not open to the public
- Waseca residents, Waseca non-profits, Waseca community groups
 - Meetings, training and events open to residents of Waseca and there is a charge to the participant
 - Family or membership social gatherings
- D. Other
- Businesses, Non-Resident, etc.
 - Using the facility to promote or make a profit for themselves or others
 - Use by non-Waseca residents
 - Events that do not meet the above criteria

Fee Schedule

Hours of Operation: Monday thru Friday 8 a.m. – 4 p.m. *				
	A	B	C	D
Community Conference and Training Room				
Damage Deposit	\$0	\$50	\$50	\$50
Flat Fee (up to 3 hours)	\$0	\$5	\$25	\$50
Each additional hour	\$0	\$5	\$10	\$20
Use of Kitchen	\$0	\$25	\$25	\$25
City Council Chambers & Lower Level Conference Room				
Damage Deposit	\$0	\$50	\$50	\$50
Flat Fee (up to 3 hours)	\$0	\$5	\$10	\$25
Each additional hour	\$0	\$5	\$5	\$10

*City facilities will not be open during City holidays



Waseca Public Safety Center Facility Use Application

PLEASE PRINT ALL INFORMATION

Name of Organization:		Name of Applicant:		Email Address:	
Mobile Phone:		Home/Work Phone:			
Home Address:		City:		State:	ZIP:
Second Contact:		Email Address:		Mobile Phone:	Home/Work Phone:
Date of Event		Name of Event		Is use of the kitchen requested?	
Rental Hours*				Event Hours	Estimated attendance:
*Rental hours must include time needed for set up and cleanup.					
Describe event and activities, including any entertainment:					
I have read the Facility Use Guidelines and I understand the Hold Harmless Agreement. I agree and will require participants to abide by the Facility Use Guidelines.					
Signature of Applicant				Date	
For Office Use Only					
Authorized Signature					
User Classification		Deposit Amount		Date Collected	
Receipt #		Refund Amount		Date of Refund	

PLEASE RETURN COMPLETED SIGNED ORIGINAL WITH FEES TO:
 City of Waseca - Attention Administrative Assistant
 508 S. State Street, Waseca, MN 56093



City of Waseca- Facility Cleaning & Damage Deposit Credit Card Authorization Form

FACILITY CLEANING & DAMAGE DEPOSIT CREDIT CARD AUTHORIZATION FORM

Event Date: _____

Name on Rental Agreement: _____

I, _____, hereby authorize the City of Waseca to bill my credit card for all of the following event charges:

My card will be authorized in the amount of \$50.00 which represents the standard cleaning and damage deposit for my event. This authorization will be done during the week prior to my event. The authorization will automatically be released approximately one week after my event. This amount will not actually be charged unless one or more of the following conditions occurs. The City of Waseca will notify me of any charges prior to billing my card.

- Damages to facilities and equipment
- Lost or broken rental items
- Extra time exceeding the original rental time
- Additional clean up in kitchen and adjacent outdoor areas
- Additional clean up in event room and adjacent outdoor areas including parking lot
- Unpaid rental fees
- Any additional costs or expenses not agreed upon on rental agreement

DAMAGE DEPOSIT:

A valid credit card number is required to hold your reservation. The credit card will not be charged unless damages are incurred to the property as listed in the Policies and Procedures.

Credit Card: ___ VISA ___ MasterCard ___ Discover _____ - _____ - _____ - _____

CVV _____ Exp. Date: _____

Customer Signature: _____ Date: _____

Your signature will constitute a binding agreement for payment of the specified charges incurred for damages to the property and/or grounds directly caused from your rental, including any companies contracted by you for catering, entertainment, or other. Our finance department will notify you prior to charging your credit card.

City Policy Handbook Chapter 1

COMMUNITY USE OF CITY HALL AND FIRE HALL ROOMS FOR MEETINGS

SECTION 1.02. The following rules are established to regulate use of both City Hall and Fire Station:

- A. All activities and uses other than official City functions be completed prior to 9:30 p.m. and all persons attending the function leave the building by that time.
- B. All groups must gain prior approval and schedule each event at least 24 hours in advance.
- C. Any groups charging admission or operating for profit must pay a \$10.00 cleaning fee prior to the meeting and are expected to leave the room free of litter and debris.