

RESOLUTION 2019-07

REGULATIONS & AGREEMENT FOR COMMUNITY CENTER RENTALS

Resident/Non-Resident:

A resident is a person who lives within the 36 square miles of the Cohasset City limits and cannot rent the building for a non-resident unless the non-resident is a member of the resident's immediate family (parent, grandparents, children, grandchildren, brothers and sisters).

Rental Hour Limits: 8:00 A.M. to 12:00 A.M.

Everything is to be cleaned up and anything the renter brings in is to be removed at the end of rental hours. Midnight means the renters **and** musicians are out of the facility or an additional charge of \$50 for each hour or portion thereof will be charged.

Activities Room:

The Activities Room is not included with the rental of the commons. If it is not rented prior to the date and it gets used the renter will be charged for the use.

Dances/Alcoholic Beverages:

A uniformed security person will be on duty at ALL level four rental events held at the Community Center; any exceptions will be at City Staff discretion. IDs will be checked for any one appearing to be younger than thirty years of age. Alcoholic beverages may be brought in and served, but there cannot be a cash bar set up where the alcohol is sold. **The City will hire the security person and he/she is to be the last one to leave the community center building.** The fee for the security person, paid prior to the rental, will be for a minimum of 4 hours and there will be an additional fee if he/she has to stay beyond the 4 hours. If there will be 250 or more guests in attendance, a second security person will be **required** for an additional fee.

If law enforcement is summoned for any problem or situation, the City of Cohasset supports law enforcement to the full extent of the law.

Food Preparation:

The kitchen is **not** public health approved for food preparation, so all food brought in must be already prepared and may be heated and served.

If food is going to be cooked out of doors using grills, etc., it **must** be done on the corner of the parking lot on the **west** side of the building.

Decorations:

There are to be **TABLE DECORATIONS ONLY**, no glitter, confetti or natural trees, nothing hanging on the walls or from the metal stripping around the room. Candles may be used if they are in self-contained containers, such as votive cups, and no tall tapered candles may be used unless a fire retardant table covering is used. Helium tanks brought in to the building **must** be secured in an upright position. All events will be charged a safety inspection fee and the facility will be inspected for potential safety or fire hazards.

Table Arrangements:

City employees will set up and take down all tables and chairs. There is one standard set up, but the renters can rearrange as they wish. The hall can be set up for a maximum of 275 guests, which includes steel folding chairs and enough padded chairs to be used at the head table.

Prohibited Functions:

Rummage sales, auctions or any type of function that profits an individual, firm or corporations are prohibited.

Pets: No pets are allowed in the building, unless service animal.

Smoke Free Facility: The Cohasset Community Center is a **non-smoking facility in its entirety.**

PARKING – THERE WILL BE ABSOLUTELY NO PARKING IN THE FIRE DEPARTMENT PARKING LOT. ANY VEHICLE IN THIS LOT WILL BE TICKETED (AND TOWED IF NECESSARY.) PLEASE CONSULT THE ATTACHED MAP TO LOCATE ALLOWED PARKING AND PROHIBITED PARKING.

Responsibilities of renter at the end of rental hours:

1. All tables and chairs are to be cleaned off and wiped down.
2. All garbage is to be picked up, bagged and set by the east door in the commons.
3. The kitchen is to be cleaned; all dishes are to be washed in dishwasher, dried and put back in their proper places.
4. Make sure dishwasher is drained and turned off.
5. Turn thermostats to 60 degrees in winter months and turn air conditioner off in summer months.
6. Turn off all lights - **be sure to check restroom lights.**
7. See that all doors are locked.
8. Drop keys off in utility drop box at the main entry of Community Center.
9. Drop the Community Center rental cleanup checklist in the utility drop box.

NOTE: The deposit will be returned after the building, furniture, dishes, security person's hours and return of keys are verified by City personnel.

CITY OF COHASSET
COMMUNITY CENTER RENTAL AGREEMENT

INDIVIDUAL(S) RENTING FACILITY: _____

EVENT: Reception / Reunion / Anniversary / Shower / Banquet / Meeting / Banquet / Funeral / Other

Description: _____

CITY RESIDENT/ NON-RESIDENT _____ DATE DESIRED: _____

APPROXIMATE NUMBER OF GUESTS: _____ *HEAD TABLE: _____
*Over 250 requires a second security person

FACILITIES NEEDED:

Activity Room ____ Commons Room ____ Kitchen ____ Security person ____ 2nd Security person ____

Safety Inspection (\$25) _____

It is understood and agreed that the Renter shall defend, indemnify and hold harmless the City and its officials, employees and agents from any liabilities, judgments, losses, costs or charges (including attorneys' fees) incurred by the City or any of its officials, employees or agents as a result of any claim, demand, action or suit relations to any bodily injury (including death), loss or property damage caused by, arising out of, related to or associated with the use of the Community Center by the Renter or by the Renter's guest or invitees, except to the extent caused by the sole negligence, gross negligence or willful misconduct of the City or its officers, employees or agents.

The community center must be vacated from **midnight** until 6 AM. **The security person is the last one to leave the Community Center building.** The deposit will be returned if the building is cleaned, there is no damage, and the Renters are out by midnight. There is a \$50 cancellation fee.

*****A CERTIFICATE OF INSURANCE WITH LIQUOR LIABILITY COVERAGE IF SERVING ALCOHOL IS REQUIRED*****

INSURANCE REQUIREMENTS: The City, in its discretion, may require the Renter to obtain liability insurance event. If liability insurance is required, the following requirements apply:

- \$1,000,000 minimum.
- Insurance shall cover liability for injury death and property damage including coverage for alcohol related claims.
- The insurance policy must be issued by an insurance company licensed to do business in Minnesota acceptable to the City.
- The City must be named as an "Additional Insured" on the Policy.
- Prior to the Event, the Renter must give to the City a certificate of insurance showing the required coverage.
- The **name of the responsible person signing** will be required to verify homeowners/renters insurance coverage for liability purposes.

Copy Received _____.

NO ANIMALS ALLOWED IN BUILDING, EXCEPT SERVICE ANIMALS

Signature of responsible person: _____

Name: _____

Address: _____

Telephone: Home _____ Other _____

FEES TO BE PAID IN ADVANCE:

DEPOSIT (all deposit paid will deposited) _____ Hours:
ROOM: Commons _____ From _____ to _____
Activities _____ From _____ to _____

SAFETY INSPECTION (\$25) _____

SECURITY PERSON
Minimum of 4 hrs. _____ from _____ to _____

Additional hours for security (\$25) @ _____ from _____ to _____

SUBTOTAL _____

Date deposit paid _____ (_____) Receipt number _____
Balance due _____

paid _____ (_____) Balance due _____ Receipt number _____
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paid _____ (_____) Balance due _____ Receipt number _____

RENTAL FEES:

A **resident** is a person who lives within the 36 square miles of the Cohasset city limits and cannot rent the building for non-residents unless the non-resident is a member of the resident's immediate family (parent, grandparents, children, grandchildren, brothers and sisters). ***Please note that not everyone with a Cohasset, MN mailing address is a City of Cohasset resident.**

Any level four event in the commons will be charged a \$25 safety inspection fee and the facility will be inspected for safety or fire hazards when the decorating is done.

BOOKINGS:

Tioga Beach Pavilion:

9 AM until 3 PM	Resident \$25.00	Non-Resident \$30.00
3 PM until 9 PM	Resident \$25.00	Non-Resident \$30.00

Community Center Activities Room:

Resident	\$50.00 - Room - \$25.00 deposit (returnable)
Non-resident	\$100.00 - Room - \$50.00 deposit (returnable)

Community Center Commons Room

LEVEL ONE: Examples – Funerals, classes, etc.

Resident	\$ 50.00 - Commons
Non-resident	\$ 100.00 - Commons

LEVEL TWO (One day use - no kitchen, no catering, no food): Examples - Non-profit functions, Fundraisers, Meetings, Seminars, Trainings and etc.

Resident	\$ 75.00 - Commons - \$ 50.00 deposit (returnable)
Non-resident	\$150.00 - Commons - \$100.00 deposit (returnable)

LEVEL THREE (One day use - with kitchen, catering or food): Examples - Non-profit functions, Fundraisers, Banquets, Luncheons, Dinners, Meetings, Seminars, Trainings and etc.

Resident	\$150.00 - Commons & Kitchen - \$100.00 deposit (returnable)
Non-resident	\$300.00 - Commons & Kitchen - \$200.00 deposit (returnable)

LEVEL FOUR – (2 PM Friday until 2 PM Sunday - with kitchen, decorations, music and/or dance): Examples – Weddings, Receptions, Reunions and etc.

Resident	\$275.00 - Hall & Kitchen + Deposit - \$100.00 (returnable) \$100.00 - Security * \$375.00
Non-resident	\$425.00 - Hall & Kitchen + Deposit - \$200.00 (returnable) \$100.00 - Security * \$525.00

NOTE: Charge for security person = \$100.00 for a minimum of 4 hours of service. 8:00 P.M. to Midnight, any additional time is at a rate of \$25.00 per hour.

* Security person's scheduled start time is from the time that any alcoholic beverages are being served. **There is to be NO ALCOHOL SERVED without a security person present. You will lose your full deposit if this rule has not been followed.** A second security person will be **required** at any event with 250 or more guests.

On May 27, 2008 the Cohasset City Council passed the motion to retain a **\$50.00 cancellation fee** from the customer deposit for the cancellation of the community center rental.

The community center building will be vacated from midnight until 6AM each night. The security person will be the last one to leave the building at midnight.

NO RUMMAGE SALES

RENTAL NOT AVAILABLE TO PROMOTE SALES OF COMMERCIAL PRODUCTS OR FOR ANY INDIVIDUAL'S PROFIT.

YOUR DEPOSIT CAN BE WITHHELD FOR ANY OF THE FOLLOWING REASONS:

- **Serving alcohol without a security person present**
- **Failure to completely vacate the building by midnight**
- **Failure to complete tasks on rental checklist**
- **Any damage made to the community center building**

Adopted by the City of Cohasset on the 8 day of January, 2019

Mayor Greg Hagy

Finance Manager Max Peters