



CITY OF VIRGINIA, MINNESOTA MINERS MEMORIAL BUILDING RULES AND REGULATION

The City of Virginia, Minnesota (the “City”) has adopted the following Rental Rules and Regulations concerning the rental of the City’s Miner’s Memorial Building to a member of the public or a group (the “User”) for an “Event.” These Rules and Regulations will be incorporated by reference into any contract between the City and a User.

1. Reserving the Miners Memorial Building. To reserve the Miners Memorial Building, the User must submit a Rental Application (the “Application”) to the City Clerk at least 5 days prior to the Event. Applications will not be accepted more than one year in advance of the Event. Applications will be accepted during the City’s regular business hours.
2. Community Center Rental Agreement. After the City has approved an Application, the User must enter into a written Rental Agreement (the “Agreement”) with the City.
3. Security Deposit. A security deposit of \$50.00 must accompany the Application if no alcohol will be served at the Event. A security deposit of \$100 must accompany the Application if alcohol will be served at the Event. The deposit will be returned if the Application is denied or if the Event is cancelled for any reason by the City or the User. If the Application is approved, the deposit will be returned to the User within fifteen (15) days after of the Event if there is no damage to the Miner’s Memorial Building or its contents. The City may withhold a portion or all of the deposit if the User does not adequately clean the Miner’s Memorial Building following the Event. The amount of the deposit does not limit the liability of the User for any damage or loss caused by the User or the User’s guests and invitees.
4. Rental Fee. The City charges rental fees for use of the Miners Memorial Building. See Exhibit A for rental fees.

The rental hours include the time necessary for set up and clean up. If the Miners Memorial Building is available, the City, in its sole discretion, may allow the User to set up the day before the Event.

The rent is due at least 3 days prior to the Event, or on the date of the Agreement if less than 3 days remain prior the Event. If the User remains in the Miners Memorial Building past the ending time stated in the Agreement, the additional rent must be paid within seven (7) days after the Event.

5. Priority of Use. The City shall have first priority for all governmental activities. The priority for all other uses shall be determined on a first-come, first-served basis.

6. Kitchen/Food. Users may provide their own food and beverage or utilize a professional caterer. Use of the kitchen requires an additional fee as set forth in Section 4. If the kitchen is used, all dishes, pots, pans, glassware, silverware and other utensils must be washed, dried and returned to their original location.
7. Cancellation/Refund Policy. For cancellation requests received by the City at least 30 days prior to the Event date, no rental fee shall be due. All cancellations must be submitted to the City Clerk in writing. The City reserves the right to cancel the Event. If the City cancels the event, the User shall be entitled to a full refund of any rent paid. Any refund of the rental fee shall be paid to the User within fifteen (days) of the cancellation date.
8. Maximum Capacity. Under no circumstance shall the number of persons at an Event exceed the maximum capacity. Please advise if your event shall be of a large scale.
9. Alterations. The User shall not make any alterations to the Miners Memorial Building without the 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 Miners Memorial Building. No Tacks or Nails Are Allowed Anywhere.
10. Building Access. The Miners Memorial Building will be available for access at the time reserved. The User shall ensure that everyone is out of the building before leaving and is responsible for locking the Miners Memorial Building following the Event.
11. Access by City. The User shall permit the City's officials, employees or agents to have access and to enter the Miners Memorial Building at any time during the Event.
12. Designated Area. Only the area designated in the Miners Memorial Building Rental Application may be used. Any offices or other private areas are off limits.
13. Clean Up. The User is responsible for leaving the Miners Memorial Building in as good or better condition than found. All tables and chairs must be returned to their original position and cleaned. All floors must be swept and mopped. Cleaning supplies will be supplied. The User must empty all garbage into receptacles in facility. All decorations put up on walls and/or ceilings must be removed or deposit will not be returned. (No Tacks or Nails Are Allowed Anywhere)
14. Entertainment. All entertainment must be pre-approved by the City.
15. Security. All Events shall be operated and supervised to the satisfaction of the City. The City may require, as a condition of approval of the Application, that one or more Police Officers be present at the Event.
16. Minors. If persons under age 18 will be present at the Event, there must be at least one adult present for every 20 minors.
17. Admission Fee. The User may not charge an admission fee, sell tickets or solicit donations at the Miners Memorial Building without the express written permission of the City.

18. Smoking. Smoking in the Miners Memorial Building is prohibited at all times.
19. Law/Ordinances. The User must comply with the laws of the State of Minnesota and City ordinances. The City has the right to terminate use of the Miners Memorial Building during any Event if the User violates any State laws or City ordinances. All fees shall be forfeited when an Event is terminated for this reason.
20. Alcohol Policy. The possession, use or sale of alcoholic beverages is permitted in the Miners Memorial Building only under the following conditions:
 - A liquor license must be obtained prior to the Event if alcohol is sold.
 - The User must have adequate procedures in place to ensure that no one under the age of 21 is served alcohol and to ensure that no one is served alcohol in an amount to cause intoxication.
21. Insurance Requirements. The City, in its discretion, may require the User to obtain liability insurance for any 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.
 - At least seven (7) days prior to the Event, the User must give to the City a certificate of insurance showing the required coverage.
22. Restricting Use. The City Clerk shall have the authority, subject to appeal of the City Council, to prohibit or limit use of the Miners Memorial Building 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 Miners Memorial Building.
23. No Discrimination. The City does not deny access to the Miners Memorial Building on the basis of race, religion, sex, creed, age, sexual orientation or national origin. Allowing any group to use the Miners Memorial Building does not imply endorsement of a group’s views by the City.
24. Accidents/Damage. Any accidents or damage to the Miners Memorial Building must be reported to the City Clerk following the Event.
25. Personal Property. The City will not be responsible for any personal property belonging to the user or the user’s guests or invitees.

EXHIBIT A
MINERS MEMORIAL BUILDING RENTAL FEES
ADOPTED BY RESOLUTION ON _____

ROOM	BASE RATE	7.375% TAX	TOTAL RATE
South Room	139.70	10.30	\$150.00
Dog Room	93.13	6.87	\$100.00
North Room	167.64	12.36	\$180.00
Arena	279.39	20.61	\$300.00
South Room Kitchen Only	69.85	5.15	\$75.00
Stage (additional fee added to room rate)	69.85	5.15	\$75.00
DAMAGE DEPOSIT		\$50.00 per event where no alcohol served	\$100.00 per event where alcohol served



Application for Use of Miners Memorial Facility

1. Name: _____
2. If Applicable: Organization: _____
3. Address: _____
4. City: _____ State: _____ Zip: _____
5. Telephone: _____ (primary) _____ (alternate)
6. Event Name or Description: _____
7. Date of Event: _____
8. Time of Event, including set up and clean up: _____ a.m. p.m. to _____ a.m. p.m. / all day
9. Will intoxicating beverages be served and/or sold: Yes No

If Intoxicating beverages are available, additional permissions are required. Please contact the City Clerks Office at (218) 748-7500 for more information

If Applicable: Proof of Liquor License or Permit: _____

If Applicable: Certified Law Enforcement Officer: _____

If Applicable: Proof of Liability Insurance _____

If Alcohol to be Sold: Minimum of \$1,000,000 with the city endorsed as an additional insured

If Alcohol to be Served: Proof of homeowner's insurance coverage for invitation-only events

10. Estimated Attendance: _____

11. I am requesting use of the following:

- | | |
|--|---|
| <input type="checkbox"/> South Room.....\$150.00 | <input type="checkbox"/> Arena.....\$300.00 |
| <input type="checkbox"/> Dog Room.....\$100.00 | <input type="checkbox"/> South Room Kitchen Only\$75.00 |
| <input type="checkbox"/> North Room.....\$180.00 | <input type="checkbox"/> Stage (addition to room).....\$75.00 |

ACKNOWLEDGEMENT

User agrees that they have received and read Miners Rental Policy and that user agrees to all terms and conditions in said document.

User Representative

Date

Approved By

Date

Deposit Amount: _____ Paid by CHECK CASH

RECEIVED BY: _____

Rental Fee Amount: _____ Paid by CHECK CASH

RECEIVED DATE: _____