

**TAYLORS FALLS MEMORIAL
COMMUNITY CENTER POLICY**

City of Taylors Falls
651-465-5133

PURPOSE

The Taylors Falls Memorial Community Center was originally built in 1902 as a train depot, and is now used to serve as a multi-purpose activity center for the general public. The following guidelines are official City Policy designed to promote orderly and harmonious use of these public facilities.

USAGE

The Taylors Falls Memorial Community Center will be available for public meeting purposes such as, but not limited to, municipally orientated groups such as City Councils, Boards/Commissions, Council sponsored committee/focus groups, or other municipal related activities. The Community Center will also be available for other public and private meetings, including religious, service, social, fraternal, or other non-profit organizations whose memberships provide service and support to the community at large. The Community Center will be available for private parties, weddings, reunions, chamber business meetings, and certain other for profit commercial enterprises like sports shows, home shows, flea markets, festivals, dances, etc. providing these functions do not interfere with public use.

The Community Center is located at 312 Government Street (behind the Riverview gas station). Its dimensions are 21' x 60' with a 10' x 15' alcove. Wood benches adorn the west wall of the room. Tables and chairs are available at the Community Center, however, the City does not guarantee these quantities: 9 - 96" x 30" tables and 5 - 72" x 30" tables, and 119 chairs. There are approximately 192 place settings (large and small plates, bowls & coffee cups), 24 drinking glasses, and a set of flatware for 45.

RULES AND REGULATIONS FOR COMMUNITY CENTER RENTAL

1. Any group or organization using the Community Center facilities for the purpose of convening a public meeting must conform to Open Meeting Law requirements pursuant to State of Minnesota Statutes.
2. No group or individual(s) shall be discriminated against with respect to use of the Community Center facilities because of race, color, religion, sex, national origin, physical condition, or age; providing however, that in some cases residents and/or organizations of the City of Taylors Falls shall be given preference.
3. **The City of Taylors Falls assumes no liability for loss, theft, damage, injury or illness incurred by the users of the Community Center.** The City may, at its discretion, require proof of liability insurance. Wedding receptions/dances are generally covered under homeowners policy (personal liability).
4. The capacity of the building shall not exceed 175 pursuant to the State Building Code.
5. Pursuant to the Minnesota Clean Indoor Air Act, smoking is prohibited.
6. All activities must have adult supervision.
7. Pursuant to Minnesota Liquor Law Statutes, use of alcoholic beverages is permitted under certain circumstances, providing all licenses, insurance, law enforcement and indemnification clauses are provided for by the user. Those seeking the use of intoxicating beverages must indicate this at the time of application. Any user/renter found to be serving alcohol that has not made prior arrangements

will be subject to the following: forfeiture of the \$100.00 Damage Deposit; confiscation of the alcohol by a law enforcement personnel; and the representative of the function will be banned from future rentals of the Community Center.

8. All dances and functions serving alcoholic beverages require a MN law enforcement officer at the expense of the renter, the rate of which is included in the fee schedule. A minimum charge of two hours will be charged to the renter. Those seeking the use of intoxicating beverages are encouraged to confirm with the City Clerk's Office at least one (1) week prior to the event to confirm an officer has been scheduled. If serving alcohol goes beyond the indicated time, you WILL be charged accordingly.
9. All music shall cease by 12:00 midnight, or at the discretion of the Chisago County Sheriff's Department. Last call for serving of alcohol shall be at 12:00 midnight. All activities are to cease by 12:30 a.m. and the building is to be vacated by 1:00 a.m.
10. While use of decorations is allowed, use of scotch tape, tacks, nails, or staples for hanging any decoration is not allowed on any wall or ceiling surface. Masking tape is an acceptable means of securing decorations.
11. Chairs, tables, kitchen supplies, serving utensils, etc. ARE NOT TO BE REMOVED from the Center.
12. All groups, organizations, users and renters of the Center shall utilize City supplied cleaning supplies and shall be responsible for immediate cleanup and closure activities, unless other arrangements have been made with the City.
13. A complete inspection of the Center will occur the following day or as soon as possible after the rental/use. If Staff determines that it is adequate for future rental without need for additional cleaning or repairs, the damage deposit check will be returned uncashed. If it is not, any costs for janitorial services provided by the City, the rate of which is listed in the fee schedule, shall be withheld the user's/renter's damage deposit check. There will be no advance notification to the user/renter. A list of all cleaning and closure activities is attached to this policy.

Failure to comply with guidelines or rules established by the City Council regulating the use of public facilities may cause the forfeiture of future use privileges.

TAYLORS
FALLS
MEMORIAL
COMMUNITY
CENTER



TAYLORS FALLS MEMORIAL COMMUNITY CENTER APPLICATION PROCEDURE

1. The Community Center facilities will be handled so far as possible on first come, first serve basis.
2. Application forms may be obtained from City Hall during normal office hours, or be mailed to the applicant or from the City's website at www.ci.taylors-falls.mn.us.
3. Application blanks shall be fully completed by the requesting organizations and returned to City Hall within ten (10) days of making the reservation. Attached to the application must be the damage deposit check. Those seeking the use of intoxicating beverages must indicate this request at the time of application. If an application is on file from a previous request, a request may be accepted by telephone. Reservations shall not be official until the City has received the deposit check.
4. The purpose of the sponsoring organization's, group's or individual's program shall be accurately described when a reservation is requested. Any advertising or publicity shall clearly state the purpose of the program.
5. The applicant must contact City Hall during normal business hours to arrange entrance to the building (to pick up a key).

All damage deposits, rental fees and Police Supervision payments must be paid during regular business hours or by mail **prior** to the event in order for the City to release the key.

Two (2) separate checks must be written to the City of Taylors Falls; one check for the building rental per the fee schedule and one for the required damage deposit, which will be held by the City and returned uncashed upon satisfactory inspection of the premises and inventory checklist. If alcohol is being served you will also need to provide the check for Police Supervision at the time the key is obtained. The damage deposit covers any physical, structural, or other related damages to the facility itself or additional needed cleaning services. It does not cover theft of equipment (i.e. tables, chairs, kitchen inventory, memorabilia, etc.). The City of Taylors Falls retains the right to file a claim beyond the damage deposit in order to recover or replace these items.

Taylors Falls Memorial Community Center Fee Schedule / Damage Deposit

<u>FEE SCHEDULE</u>	<u>Resident</u>	<u>Non-Resident</u>	<u>Damage Deposit</u>
Normal Rental	\$275.00	\$325.00	\$100.00
Dances (Public or Wedding)	\$325.00	\$375.00	\$100.00
Commercial / Business Use	\$375.00	\$425.00	\$100.00
Police Supervision	\$50.00/hour (<i>2 hour minimum</i>)		
Janitorial Services	\$25.00/hour	\$35.00/hour	

Organizations are encouraged to use the Conference Room at City Hall for meetings. If this is not possible, use of Community Center is granted free of charge to the following groups for Meetings:

Taylors Falls Chamber of Commerce
Taylors Falls Historical Society
Taylors Falls Lions Club
Taylors Falls Fire Department
Taylors Falls V.F.W.
Chisago County Historical Society

Taylors Falls Women's Civic League
Taylors Falls Senior Citizens
Taylors Falls Public Works Department
Taylors Falls Girl Scouts (one meeting per year)
Taylors Falls Boy Scouts (one meeting per year)
Taylors Falls 4-H Clubs (one meeting per year)

If any of the above organizations have a dinner or money raising function, there will be a mandatory fee of \$50.00 charged for janitorial services.