

**CITY OF TAYLORS FALLS
MEMORIAL COMMUNITY CENTER
REDUCED RATE POLICY
651-465-5133**

RULES AND REGULATIONS FOR REDUCED RENTALS

1. A reduced rate for the Community Center may be considered under the following guidelines, (not in any particular order):
 - a. a non-profit organization
 - b. a service provided for the residents of Taylors Falls
 - c. a service used by the residents of Taylors Falls
2. All requests must be in writing.
3. The Rental Review Committee will evaluate each request on its own merit.
4. The Rental Review Committee reserves the right to request the City Council make a final rental decision.
5. An applicant may appeal a decision of the Rental Review Committee to the City Council.
6. Approval will be based upon the condition that the use does not interfere with any other rental opportunities for the same date. If it does, the group will be offered to use the Community Center at the full rental price. If this is not an option, the date will need to be changed.
7. 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.
8. The City of Taylors Falls assumes no liability for loss, theft, damage, injury or illness incurred by the users of the Community Center.
9. The capacity of the building shall not exceed 175 pursuant to the State Building Code.
10. Pursuant to the Minnesota Clean Indoor Air Act, smoking is prohibited.
11. All youth activities must have adult supervision. (ie: teen dances, etc.)
12. Pursuant to Minnesota Liquor Law Statutes, use of alcoholic beverages is permitted under certain circumstances, however, when using the Community Center at a reduced or free rate, **ALCOHOL IS PROHIBITED.**
13. Chairs, tables, kitchen supplies, serving utensils, etc. ARE NOT TO BE REMOVED from the Center.
14. 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.
15. 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, an additional charge will not be necessary. If after a rental additional cleaning **IS** required, your organization or group will be notified and you be charged an additional fee of \$25.00.

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 REDUCED RATED APPLICATION PROCEDURE

1. All requests must be in writing and attached to the application form.
2. Use of the Community Center facilities will be handled so far as possible on first come, first serve basis.
3. Application forms may be obtained from City Hall during normal office hours, or be mailed to the applicant.
4. Application blanks shall be fully completed by the requesting organizations and returned to City Hall within ten (10) days of making the reservation.
5. The applicant must contact City Hall during normal business hours the day of the reservation, or by 12:00 noon on Friday if the use is on a Saturday or Sunday, to arrange entrance to the building.

Payment must be made prior to the event and may be made on a monthly basis if rental is based on multiple uses each month. All rental fees must be paid during regular business hours when the key is picked up.

Any physical, structural, or other related damages to the facility itself would require an additional fee, which will be directly billed to the renter. This also covers theft of equipment (i.e. tables, chairs, kitchen inventory, memorabilia, etc.). The City of Taylors Falls retains the right to file a claim in order to recover or replace these items.

Taylors Falls Memorial Community Center Reduced Rental Fee Schedule

Normal Rental \$50.00

Rental rate is based upon a four-hour rental. There will be an additional fee of \$15.00 / hour charged above and beyond the 4 hours.



TAYLORS FALLS MEMORIAL COMMUNITY CENTER RENTAL APPLICATION

Individuals, groups or organizations desiring to use the Taylors Falls Memorial Community Center facilities must complete an application and submit it to the City Hall at 637 First Street, Taylors Falls MN 55084. The application need be completed only once annually for organizations using the facilities periodically during the year. This application shall be submitted within ten (10) days after the date of the original inquiry in order to hold the reservation. The application will be reviewed in light of these guidelines and the availability of the facilities. The City Office staff will advise the applicant of the status of their request as soon as possible. Usage requests are not approved until City Office staff has so advised the requesting organization.

Name of Organization: _____

Mailing Address: _____

Contact Person: _____

Phone: _____

Date(s) of Use: _____

Purpose of Rental: _____

Number of Participants: _____

Time of Use: from _____ a.m./ p.m. to _____ a.m./ p.m.

HOLD HARMLESS AGREEMENT

I understand that my use of the Taylors Falls Memorial Community Center is voluntary and that I am using it for my benefit only, or for the benefit of the group I represent. I agree that my use of the Community Center facility is undertaken at my own risk, or at the risk of the group I represent, and that the City of Taylors Falls will not be liable for any claims, injuries, damages of whatever nature incurred by me or members of my organization due to the negligence of members of my organization, or the negligence of third parties. On behalf of myself and the organization that I represent, I expressly forever release and discharge the City, its agents or employees, from any such claims, injuries, or damages. I also agree to defend, indemnify and hold harmless the City from any claims, injuries, or damages of whatever nature arising out of or connected with the use of the Community Center. I also agree to reimburse the City for any damage, breakage, maintenance, or theft of equipment or real property, beyond the damage deposit figure if so warranted.

User Representative

Date