

## CITY OF LAKE ELMO CITY FACILITIES USE POLICY

### 1. Introduction

City Facilities are operated by the City of Lake Elmo under the policy and guidelines established by the Lake Elmo City Council.

### 2. Purpose

The purpose of this policy is to provide guidelines for the use of city facilities by non-city entities.

### 3. Priorities for Use

Meetings related to the administration and operation of city government, including but not limited to city council, commission and advisory board meetings, have first priority for use of the facilities so that city business may be conducted. The City reserves the right to preempt a non-city related use, when necessary, to conduct essential city business. The City reserves the right to cancel any and all reservations without providing any other accommodations in the event the City facilities are needed for municipal government purposes.

### 4. Reservation Procedures

City facilities are available for reservations on the following days and times:

Mondays through Fridays, 5:00PM to 9:00PM

City facilities are closed to rentals on Saturdays, Sundays and legal holidays

### 5. Building Access

A front door key will be signed out by the user at City Hall prior to city facility use and returned immediately thereafter in person or at the drop box at City Hall. Once inside the building, access will be limited to the reserved space, including public restrooms.

### 6. Law/Ordinance

The user must comply with the laws of the State of Minnesota and City ordinances. The City has the right to terminate the use of the city facilities during any event or meeting if the user violates any state laws or city ordinances.

### 7. Prohibited Uses

The following types of activities may not be held in any city facilities: commercial, for profit events such as sales solicitations or seminars for the purpose of selling products or services; religious services, prayer meetings or religious ceremonies; social events or private parties, including wedding ceremonies, birthday parties, family reunions and receptions; political party meetings or fund raisers.

8. Smoking

Smoking at any city facility is prohibited at all times.

9. Alcohol

Alcohol at any city facility is prohibited at all times.

10. Damage

Any damage to the facilities or equipment must be reported to the city clerk's office as soon as possible. The user will be responsible for the costs of any damages incurred or extra cleaning required. Users take full responsibility for their group's conduct and for any loss, breakage or damage to the rooms, equipment, or other city facility property. The City of Lake Elmo reserves the right to assign supervisory staff or maintenance personnel, at an additional cost to the users, if deemed necessary by the particular function or activity.

11. Liability

The City of Lake Elmo is not liable for any loss, damage, injury or illness by the users of the facilities. Neither the City of Lake Elmo nor its employees can be held responsible for any items that are left at the facility by the user.

12. Clean-Up

If a room has been rearranged by the user, it must be returned to its original condition. All trash and recycling must be picked up and put into receptacles. It is the responsibility of the user to leave the room in the condition in which it was provided.

13. Alterations

No decorations, banners or signs can be taped, pinned or affixed to the walls, ceilings or windows.

14. Kitchen

The service kitchen is not designed for preparing food and may not be used for serving food that has been prepared offsite. User groups are responsible for providing their own utensils, serving ware, coffee and condiments. The use of this facility must be strictly adhered to for safety considerations.

15. Candles

Candles are prohibited in all city facilities.

16. Gambling/Games of Chance

Gambling is prohibited in all city facilities.

17. Telephone Usage

The telephone in the room may be used for local calls.

18. Restricting Use

Staff shall have the authority, subject to the appeal of the City Council, to prohibit or limit use of city facilities by a particular user/group based upon knowledge that the user/group has caused damage to other public facilities or when disruption, damage, theft or other unfavorable history is recorded from previous use of any city facilities.

19. No Discrimination

The City of Lake Elmo is an equal opportunity employer and provider. The City does not discriminate or endorse based on race, religion, sex, age, national origin, or any other protected class under state or federal law.