



EVENT CENTER USE & RENTAL POLICY

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CITY OF ARLINGTON
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I. Introduction

Thank you for selecting the Arlington Event Center! The Arlington Event Center is operated and managed by the City of Arlington under the policies and guidelines established by the Arlington City Council. The Event Center also serves as the location of City Hall and is available for general community use.

The City Council recognizes the desirability of having the Event Center used as much as possible. This policy promotes the active use of the Event Center while establishing priorities for use of the facilities and outlining scheduling procedures and guidelines. It also sets reasonable rules and regulations for use of the facility. To clearly communicate this policy, we ask that you read this policy and abide by it.

II. Event Center Information

Building – In addition to City Hall, the community center contains a main room, which has 2 partition walls so it can be divided into 3 separate rooms; a fully equipped licensed kitchen with a walk-in cooler, large refrigerator unit, large freezer unit, dishwasher, stove and oven with griddle; a stage area of approximately 800 sq. ft.; storage rooms and a meeting room (Council Chambers). The Event Center has a total square footage of 14,785, is smoke free, air conditioned, completely handicap accessible, and can accommodate several small functions at one time or a single large event. In addition:

- 2 patios on the front of the building
- Unloading dock behind stage area
- Large rollup (garage) door for easy unloading
- Guest and seating for 550 with tables and chairs; 1,000 with just chairs
- 150+ parking stalls (2 lots, 8 handicap spaces)

Building Extras – In addition to renting the building, the city offers the following (some at a cost):

- 60 5 ft. round tables
- 14 8 ft. long banquet tables (rectangular)
- 2 6 ft. long tables (rectangular)
- 4 bars with pop dispensers
- 1 keg cooler (holds 3 kegs at one time)
- Rental of Dishes (9-piece place setting)
- Rental of Wine Glasses
- Electronic sign (rentable for special notices/events/celebration)
- Sound system (includes overhead speakers, CD player – holds 200 CD's)
- Upright piano
- Podium
- Internet access (hardwire/wireless)
- LCD projector (rental fee charged)
- Portable projection screen and 12' drop down screen
- Overhead projector
- Linen service
- Christmas Tree

III. Priorities for Use of the Event Center

This section of the policy identifies priority classifications for use of the Event Center and Council Chambers. For most instances, reservations for use of the Event Center and Council Chambers will be awarded on a first

come, first serve basis. In the case that a conflict arises; below are the classifications in descending order of priority.

Main Room and Kitchen

Priority 1: *Public Emergency Activities* – In the event of public emergencies (mass immunizations, disaster relief, state of emergency declared), the Event Center may be needed to assist a State/Federal/County agency in recovery efforts. Any event (public, non-profit, private) may be cancelled by the City up to the time of use, when a public emergency is declared. In this circumstance, the City assumes no responsibility for any disruption a cancellation may cause. The City will refund any rental fees due to a cancellation for a public emergency. The City will attempt to notify the applicant immediately if cancellation is necessary.

Priority 2: *Renters paying for the use of the Event Center* – Any individual or group paying rental fees to use the Event Center. This includes events/meetings open to the public or private.

Priority 3: *Organizations that have a Budget with the City.*

Priority 4: *Civic & non-profit groups and Ind. School District #2310* – Non-profit groups must provide proof of not-for-profit status.

Priority 5: *Business relating to the City of Arlington* – City of Arlington sponsored events including Council and Committee meetings.

Priority 6: *Other Governmental Agencies*

Meeting Room/Council Chambers

Priority 1: *Public Emergency Activities*

Priority 2: *Business Relating to the City of Arlington*

Priority 3: *Organizations that have a Budget with the City*

Priority 3: *Other Governmental Agencies*

Priority 4: *Renters paying for the use of the Event Center*

Priority 5: *Civic & non-profit groups, and Ind. School District #2310*

IV. City Organizations, City Chartered/ Non-Profit Organizations and Independent School District #2310

As of 12/31/2014, the City of Arlington will no longer offer discounted rental rates to non-profit or civic organizations unless considered a city-chartered organization. “Arlington is the site of the organization’s charter.” This decision by City Council was made out of consideration for the citizens of the City of Arlington as a way to circumvent citizen taxpayer dollars supplementing the associated costs for the upkeep of the Event Center.

As of 8/6/2018, The City of Arlington will waive the Event Center Rental Fee for Fundraising Events for Organizations that have a Budget with the City.

Independent School District #2310 and city-chartered organizations will not be required to pay the damage deposit. Please see fee schedule for rental/usage fees for these organizations.

V. Rental Charges/Damage Deposit

A list of the rental charges is included in the Fee Schedule. In addition to the rental fee(s), a damage deposit of \$500 if the event is using all 3 rooms or \$200 for 1 or \$300 for 2 rooms, by credit card (Visa/MasterCard), cash/check is required. The rental fee(s) plus the damage deposit will be the total lease amount. The damage deposit will be refunded within thirty (30) days after the scheduled event upon inspection of the premises, if the premises are found to be in as good and clean condition as existed just prior to the event. The inspection will be conducted before any other event is held in the rented area. The City reserves the right to retain part or all of the damage deposit to pay for any costs of repairs or cleaning made necessary by the renter’s use of the facility. The liability of the renter shall not be limited to the amount of the damage deposit. The liability of the

renter shall extend to any damage or cleaning costs incurred as a result of the acts of any participants in the event sponsored by the renter on the premises.

VI. Reservation Procedures

Reservations are made with a signed lease, damage deposit and rental fees due no later than ninety (90) days prior to the event date. The reservation is not final until the rent has been fully paid.

For large events, the facility may be rented the day before the event at a cost of \$300. Large events, such as weddings, may rent the facility the day before to guarantee the ability to decorate for their event. You must reserve the facility for the day before at the same time the reservation is made for the large event. The reservation is not final until the rent has been fully paid and policy is signed.

VII. Cancellation of Rentals and Refunds

Any reservation cancellation of the lease must be in written form, served on the City Office personally or by U.S. Mail. If the reservation is cancelled more than sixty (60) days prior to the scheduled rental date, the City will refund all amounts paid. If the reservations are cancelled for any reason sixty (60) days or less prior to the scheduled date, the City shall retain the entire rental amount. You, the renter, will only be refunded the damage deposit and the Event Center Attendant fee.

Under certain conditions, the City of Arlington may be forced to cancel a lease agreement prior to the event. Possible reasons for cancellation include, but are not limited to, a declared state of emergency, unsafe environmental or health conditions, or interrupted utility services. In such an event, the renter agrees that the City of Arlington shall not have responsibility for anything the renter may suffer or incur due to such a cancellation. The City will attempt to notify the renter as soon as possible if such cancellation occurs. All fees paid to the City by the renter shall be refunded to the renter if the reservation is cancelled by the City of Arlington for any of the above reasons.

VIII. Hours of Use

The Event Center is available for rent any day of the week, Monday through Sunday. The Event Center will open no earlier than 6:00 a.m. and will close no later than midnight. Following the event, one hour or up to 1:00 a.m., the renter will be allowed time to gather their personal items/equipment and clean-up. All participants and equipment must be out of the facility by 1:00 a.m. It will be at the discretion of the Event Center Coordinator, and availability of cleaning staff, if the Event Center will be available on holidays. If the Event Center Coordinator approves rental on a holiday, the normal rental rates will be charged.

IX. General Policies

The renter is responsible for enforcing the policies of the Arlington Event Center. The renter agrees to follow these policies:

1. Comply with all City Ordinances, Minnesota State Statutes, Federal Laws, and the established rules for use which apply to authorized use of the Community Center.
2. Supervise the conduct of the participants at their event.
3. This is a smoke free public facility. Damages such as cigarette burns or smoke damages will be charged to the renter.
4. Illegal gambling is prohibited.
5. The renter shall assume full responsibility for any unlawful act committed in the exercise of the lease.
6. Use of Event Center dishes/silverware/cookware by any group needs to be approved by the Event Center Coordinator and paid for in advance of the event.
7. Disorderly conduct of participants is prohibited.
8. All persons and any equipment not owned by the City must leave the Event Center at the end of the contracted time (see section VIII- hours of use). No items from the event are to be left overnight. The Event Center is not responsible for items that have been left during set-up the day before the event or left behind after the group has exited the facility.

9. Children must always be under the direct supervision of an adult .
10. The lease holder shall assume all responsibilities for noise levels of their participants and noise levels shall not disturb other groups.
11. All bands and audio equipment must stop play by midnight.
12. Leave facility and parking lot in a clean and orderly fashion.
13. Renters will be fully responsible for any damage to the facility or equipment.
14. Any damage to the facility or equipment must be reported as soon as possible to City staff.
15. Trash should be placed in designated containers.
16. One key for the Event Center is given per event. If the kitchen is rented, a separate key for the use of the kitchen will also be issued to the renter. The key(s) shall not be copied or duplicated and shall be returned within two business days. If the key(s) is not returned within two business days, the renter will be charged for the cost of rekeying (plus one hour of administrative time).

X. Violation of Policies

The City reserves the right to end any event early if any of the general policies are violated. A violation of these policies will result in withholding the renter’s damage deposit and will also result in the denial of future use of the Event Center.

XI. Alcohol Beverages/Food

Events that have 50 people or less are allowed to bring alcoholic beverages into the facility as long as there is not any monetary transaction for the alcohol. The police will also do a walkthrough during the event.

Events with more than 50 or people are not allowed to bring alcoholic beverages into the facility. For events of 51 or more the City may designate a holder of an on-sale intoxicating liquor license to serve liquor at the Event Center. However, it is the responsibility of the renter to make all arrangements with the liquor license provider of their choosing. The City does not authorize the serving of bottles for alcohol consumption. Liquor that comes in bottles must be served in a plastic glass. Alcoholic beverages shall not be consumed outside of the building. Consumption of intoxicating beverages must cease at the conclusion of the event or at midnight, whichever comes first.

It is the responsibility of the renter to make all arrangements with the food provider of their choosing. The relationship will be between the renter and the food provider, not the City of Arlington. The fully equipped licensed kitchen is available for use to all renters who chose to rent the kitchen. The rental of the kitchen must be paid before the event.

Fees are charged to the respective bar when alcohol is served at an event and to any caterer who utilizes the kitchen. *Each vendor decides whether to pass along this fee to their client.*

Caterer Serving Fee		Bar Fees	
<u>Number of Guests Served</u>	<u>Catering Fee</u>	<u>Number of Guests</u>	<u>Bar Fee</u>
1-100 Guests Served	\$1/person	1-200	\$100
101-200 Guests Served	\$150	201-300	\$200
201-400 Guests Served	\$250	301-400	\$300
401+	\$350	401-500	\$400
		501+	\$500

XII. Set-up

Renters have the option of setting up themselves or contracting (for a fee) with the City for set-up (tables and chairs only, no dishes, linens or decorating). If the City does the set-up, the renter must provide a floor plan to

the Event Center Coordinator 14 days prior to rental date. Renters are not allowed to pull-out or put away the partition walls; this is only to be done by City staff or the cleaning crew.

XIII. Decorating

The Event Center Coordinator and City Staff have the right to refuse certain decorations. Renters are encouraged to discuss all decorating plans with the Event Center Coordinator before decorating. The renter agrees to follow the following guidelines when decorating:

1. There are permanent hooks over the 3 entrance doors, long windows, and top of the stage to hang lights, bows, tulle, etc. The City also has spring tension rods to use between the window frames and magnetic hooks for the entrance doors.
2. The use of tape (includes 2-sided with plastic hooks), pins or tacks, 3M hooks, tacky glue, or any other decorating device on any painted or varnished surface is not allowed. (Includes walls; wood trim around stage/windows/doors/trophy cases in hallway or metal trim around doors/bathroom stalls)
3. The use of tape, pins, tacks, glue or any other adhesive type products are not a permitted use on any ceilings. The use of magnetic hooks to attach items to the ceiling tiles is acceptable. Any damage to the Ceiling tile from a renter hanging items from the ceiling will be the responsibility of the renter. In the event that the City was to purchase its own hanging material and/or devices; a renter will be able to hang items from the ceiling on city provided hangers/devices only.
4. Renters must use their own ladders or other devices to hang items from the ceiling. The City will not provide a ladder.
5. Clear Scotch Tape or Electrical Tape (no duct/masking/packaging tape) may be used on the windowpane (but not on the window frame), the vinyl baseboard and floor.
6. Tape (no duct/packaging tape) and/or tacks may be used on the black painted plywood stage floor only (not the varnished wood trim).
7. The City does not allow any type of sand/pebble/rock to be brought into the facility along with glitter, rice, birdseed, or confetti.
8. Water fountains are permitted with the understanding the renter must guarantee no leaks
9. Candles are permitted but must be in a container/holder of sufficient size for the candle so wax does not drip onto the tables, linens, and/or floor.
10. All decorations must be removed from the facility by the conclusion of the event, unless other arrangements are made with the Event Center Coordinator prior to the event.
11. A violation of this section will result in withholding your damage deposit.

XIV. Clean-Up

While the City's cleaning staff does the cleaning, the renter is still responsible for the following:

Cleaning of Rented Rooms

- Remove all decorations and personal items from the facility.
- Place all garbage into the outside garbage dumpsters.
- All liquids should be poured down the drain and not placed in garbage cans.
- Put all table linens into cloth bags provided (stored in kitchen).
- Renters are responsible for sanitizing and putting away tables and chairs. The Renters have the option not to sanitize and put away tables or chairs following their event if they pay an additional cleaning fee. If the Renters fail to sanitize and put away the tables and chairs, the fee will come out of the damage deposit.

Cleaning of Kitchen (If you rent the kitchen)

- Empty all garbage containers into the outside dumpster.
- Wipe off all countertops.

- Completely drain the water from the dishwasher after use and turn the unit off.
- Run the garbage disposal long enough to cycle through all waste. Do not put plastic straws, non-food items, or bones in the disposal.
- Empty coffee maker & clean by running a full cycle on each side through without coffee grounds and completely drain.
- Put all items back in their respective areas.
- Do not remove any item that belongs to the City.

Failure to follow these cleaning guidelines will result in losing your damage deposit.

XV. Attendant at the Event

The Event Center will require an attendant for events when alcohol is served with more than 50 people. An attendant will be provided by the City of Arlington at a charge (the attendant cannot be a guest at the event). The renter will be responsible for paying this charge at the same time you pay the basic facility rental charge (see attached fee schedule). When it is determined that an attendant is necessary at the event, the fee cannot be waived. The City requires one attendant per 350 people. If the event is larger than 350 people, the Event Center may require more than one attendant to be on staff.

XVI. Notice of Responsibility/Liability

The City of Arlington hopes that you and the participants at your event will all have an enjoyable and safe time at our facility.

This section is to notify you that the City of Arlington, the operator of the Event Center, is responsible only to maintain the building and its structural components and systems, such as plumbing, lighting and electricity, in a safe and operable condition. The City is not responsible for the conduct of persons participating in events held at the facility. It is your responsibility as the renter of the facility and the sponsor of the event to see to it that the participants use the facility in a safe and reasonable manner and obey all laws.

Likewise, the City is not responsible for the conduct of any persons or businesses hired by you to work at the event, including, but not limited to, the liquor servers (as provided under city contract), food caterers, decorators or entertainers hired to service the event. The renter shall take complete responsibility for the conduct of its group or others present during the rental period, and agree to compensate the City of Arlington for all damages to the facility, equipment, or other property owned by the City incurred during the rental period. Furthermore, the renter assumes all liability for any personal injuries, including death caused by participants at the scheduled event.

Any disputes or claims of liability involving such providers of services are matters strictly between you, the event participants, and the providers. You agree that neither you nor the participants at your event shall file any claim against or involve the City in any legal action regarding such matters.

XVII. Overnight Parking

Renters and guests are welcome to leave unoccupied vehicles overnight. Occupied vehicles (i.e. campers, RVs, and trailers) are not allowed to be parked in the parking lot overnight. Communication of intention to leave vehicles overnight will be between the renter and the Event Center Coordinator and the Police Department.

FEE SCHEDULE

<u>Room Fee Schedule</u>	<u>Capacity</u>	<u>Cost</u>
Room 1 (West)	144	\$180.00 per event
Room 2 (Center)	240	\$240.00 per event
Room 3 (East)	160	\$180.00 per event
All Rooms	544	\$850.00 per event
Extra Day Rental		\$300.00
Council Chambers	40	\$40.00 per meeting (maximum 2 hours)
Kitchen Rental		\$100.00 per event (If no caterer is used)
		\$50.00 limited use (In conjunction with Catered Event)
Damage Deposit		\$500 with Cash/Check or Credit Card
Damage Deposit (One Section)		\$200 for one room or \$300 for two rooms with Cash/Check or Credit Card

Miscellaneous Fee Schedule

Weekly User Rate (one section only)	\$120.00 per time
Hourly Rental Rate	\$40.00 per hour per room
Set-Up Fee	\$100.00 per room/\$200.00 per event
Tear Down Fee	\$100.00 per room
Attendant	\$35/hour per reserve (5 hours minimum)
Dish Rental (Full Setting)	\$1.00 per person
Wine Glasses	\$0.15 per piece
Linens	Set by Distributor
LCD Projector	\$50.00

Fee Schedule for City Chartered Civic/Non-Profit Organizations and Independent School District #2310

The following fees are all-inclusive, except for dishes and linens. The following fees will be charged to help fray the costs of staff time for set-up/take down, utilities, supplies, cleaning, upkeep of the grounds, snow removal, and trash removal:

Waive the Event Center Rental Fee for Fundraising Events for Organizations that have a Budget with the City. (per the vote of the City Council on 8/6/2019)

City Chartered Civic and Non-Profit Organizations

Friday & Saturday Rentals:	\$425 per event
Sunday to Thursday Rentals:	\$320 per event

If non-profit organizations rent only one room, then they will get it for 50% less than the regular cost.

Independent School District #2310

School Use (Testing/Retreats during school hours)	\$50 per event
Special School Events (i.e. Prom)	
Friday & Saturday Rentals:	\$300 per event
Sunday to Thursday Rentals:	\$220 per event

*Fees are charged to the respective bar when alcohol is served at an event and to any caterer who utilizes the kitchen. *Each vendor decides whether to pass along this fee to their client.*

<u>Caterer Fee</u>	<u>Caterer Fee</u>	<u>Bar Fee</u>	<u>Bar Rent</u>
1-100 Guests Served	\$1/person	1-200	\$100
101-200 Guests Served	\$150	201-300	\$200
201-400 Guests Served	\$250	301-400	\$300
401+	\$350	401-500	\$400
		501+	\$500



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By your signature below, you agree that you have been given a copy of and read the City of Arlington’s Event Center Use and Rental Policy, understand it, and agree to abide by its terms.

Dated: _____

Renter

Renter

Date of Event

Community Center Coordinator/
City Staff