

**CITY OF CIRCLE PINES**  
**CITY HALL**  
**MEETING ROOM USE POLICIES**

City-owned buildings are in fact owned by the citizens of the community in trust to the City Council and City staff. Therefore, citizens should be permitted and encouraged to use these facilities. To assure that rooms are available in an orderly fashion and neat condition, the following policies and regulations are hereby publicized:

**General Conditions**

Groups

Users of the facilities are classified into the following three categories:

1. City Council and other official boards and commissions of the City of Circle Pines, Anoka County groups and the Anoka County Library System.
2. Quasi-public groups which exist primarily to serve a broad community interest. Examples of such groups include, but are not limited to:
  - Political Parties
  - Chamber of Commerce
  - Hockey Association
  - Rice Creek Trails
  - Boy scouts
3. Private, profit-making organizations and those non-profit-making organizations whose activities nevertheless generate monies for the financial enrichment of members.

In those cases where it is not clear under which category a group falls, the City Administrator shall make the determination.

Facilities Available

- City Council Chambers
- Utility Commission Room

**Note:** Council chambers may be divided into up to 3 small rooms, where appropriate.

## Procedures

### A. Scheduling

Scheduling (reservation) of the rooms will be done by the Administrative Secretary using the forms provided. A preliminary reservation can be taken over the phone, but the reservation is to be confirmed only when the signed agreement form is received.

Reservations will be accepted up to 60 days in advance. Users are required to sign an agreement and waiver form for the room at least one day prior to the scheduled meeting, including payment of fee.

### B. Keys

An exterior door key may be signed out to the groups' representative. Such keys shall be deposited in the utility drop box after the meeting unless prior arrangement has been made for its return.

### C. Maintenance

It is expected that the City will provide normal routine cleanup and other maintenance services. However, there may be times when one group will be meeting immediately after another when maintenance employees are not available. Therefore, each group will be responsible for seeing that the facility is in approximately the same condition when leaving as when entering.

### D. Restrictions

- Alcoholic beverages are not permitted.
- No smoking is allowed in any of the meeting rooms.
- No cooking is permitted. Food and beverages are limited to coffee, similar drinks and "light" refreshments.
- Activities inappropriate to the location or capacity of a facility will not be permitted. The City Administrator retains discretion to make such decisions.

## Priorities

Generally, reservations are made on a first-come/first-serve basis. However, it is recognized that all groups do not schedule their meetings as far in advance as others, and unforeseen events will often require special meetings.

Therefore, **Group 1 organizations** will have priority over all others, and **Group 2 organizations** priority over **Group 3 organizations**. Within classification groups, an organization with regularly established meeting times will have priority over those which do not meet on a regular basis.

Fees

Group 1 Organizations	No fees
Group 2 Organizations	\$20 fee per meeting
Group 3 Organizations	\$25 per hour, with 2 hour minimum

All fees are used to recover direct cost, such as custodial, maintenance and utilities. An additional charge may be made for damaged equipment. Fees are to be paid at time of reservation.

Fees will be refunded only if booking is cancelled 24 hours in advance of scheduled use.

**APPLICATION/AGREEMENT**

**FOR ROOM USE**

**CIRCLE PINES CITY HALL**

PURPOSE FOR WHICH FACILITY WILL BE USED: \_\_\_\_\_

\_\_\_\_\_

HOURS FROM: \_\_\_\_\_ TO: \_\_\_\_\_

DATE: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE: HOME: \_\_\_\_\_ BUSINESS: \_\_\_\_\_

**THE APPLICANT, HIS/HER/ITS AGENTS, EMPLOYEES AND MEMBERS:**

1. Agree(s) to indemnify, defend and hold the City harmless from and against any damage, liability or claim of any person or entity for injury to person or property or death arising in any way out of the use of the facility by Applicant, his/her/its officers, directors, guests, members, employees, agents or assignees.
2. Agrees that the City shall not be liable for damage to the property of any person or entity participating in the activities applied for herein, nor shall it be liable for the death or injury of of any such person or entity occurring as a result of the use of the facilities as applied for herein.
3. Agrees to pay for all damages to City property or equipment over and above normal wear and tear.

4. Assumes full responsibility for the conduct of the group during the time this facility is being used.
5. Understands that the City of Circle Pines reserves the right to exercise the supervisory authority and to prevent unauthorized or illegal activities on City property.
6. Agrees not to serve alcoholic beverages on City property.
7. Agrees to leave the premises in substantially the same condition as they were upon arrival.
8. Understands that the City of Circle Pines reserves the right to cancel this agreement in the event of emergency or of conflicting use.

I (We) have reviewed the fees, ordinances, rules, regulations and policies, in particular the "City Hall Meeting Room Use Policy", which pertains to and governs the use for which this application is made.

APPLICANT \_\_\_\_\_

BY \_\_\_\_\_

ITS \_\_\_\_\_

DATE \_\_\_\_\_

DATE RECEIVED \_\_\_\_\_

RESERVATION FEE: RECEIVED \_\_\_\_\_ NOT APPLICABLE \_\_\_\_\_

APPLICATION APPROVED: CITY OF CIRCLE PINES BY: \_\_\_\_\_

POSITION: \_\_\_\_\_