COLUMBUS SENIOR/COMMUNITY CENTER RESERVATION

16319 Kettle River Blvd., Columbus, MN 55025

651-419-9010

COLUMBUS
JUST NORTH ENOUGH

APPLICANT INFORMATION

_____ _____

Applicant's Name (please print) Date of Application

_____ _____

Applicant's Address Phone Number

_____ _____

City, State, Zip Cell Phone Number

_____

Email Address

Please provide detailed description of the requested use, name and contact information for the applicant's designee including address and phone number. Also provide information if food will be provided.

Reservation Request

Hours of Use: Monday - Sunday 8:00 a.m. – 8:00 p.m. unless an extension is granted by the Deputy City Clerk/ City Administrator. No extensions of use will be granted beyond 10 PM.

Date	Estimated # of Attendees	Time Requested Begin (am/pm) End

Scheduling

Reservations are available on a first request basis. The reservation is not held or confirmed until the applicant has paid for all fees/deposits and received a dated/time noted receipt for the rental. Should there be requests for multiple reservations on the same date, the reservation will be made for the first party that has paid all required fees and deposits.

Resident fees apply to Columbus residents and businesses located within the City of Columbus. Non-resident fees apply to any individual, groups or businesses, located outside of the City of Columbus. Fees for corporate events are based on location of the corporate headquarters of the business, not the individual reserving the space. All businesses located in the City of Columbus qualify for residential rates.

Cancellation Policy

Cancellation with 10 or more days' notice – Refund of all fees received.

Cancellation with less than 10-day notice – Refund prorated of reservation fees paid. Damage deposits will be refunded in their entirety.

Cancellation must be made by written format via email: deputyclerk@ci.columbus.mn.us.

General Rules

The rules and regulations of the facility must be shared by the applicant or their designee with all parties in attendance.

Beverages and food are permitted in the Facility. Dishes and utensils are not included. Use of facilities to prepare food on the premises is not available, unless a communal dining permit is obtained and prior to approval for use is granted. There is a sink and counter space available. Renters may use only the space reserved and approved on the facility reservation application.

- The Facility will have tables and chairs set in a standard arrangement. Applicant may move these to accommodate their individual needs.
- Applicants agree to leave the space as it was found, including returning any moved items to their original location(s).
- **No alcoholic** beverages are allowed on the premises except for an event served by a City approved caterer licensed to serve alcohol.
- No use of cannabis products are permitted.
- Clean up spills as quickly as possible and place trash in the waste receptacles.
- The Columbus Community Center is a smoke-free building (including E-cigarettes)**.**
- Open flames of any type are prohibited. Use of electric, warming plates or steam table pans are permitted for food warming.
- Gambling is prohibited without a gambling license.
- Applicants agree to hold the City harmless from all claims arising from the use of City facilities.

- Applicants shall comply with all city ordinances, state statutes, federal laws and the established rules for use which apply to the authorized use of the Facility.
- Permits may not be assigned, transferred or sub-let to anyone other than the applicant.
- The applicant shall assume full responsibility for any damages and for the conduct of the group during the use of the Facility.
- Items may not be attached to walls unless they are fasteners of the type that will not damage the walls. No nails, screws or hardware that penetrate the walls or adhesives that strip paint or outer covering of the drywall will be permitted. No attachments to the ceiling will be permitted.
- No animals are allowed in the facility except for service dogs approved to assist those with disabilities. Emotional support animals are not allowed.
- The video monitor(s) in the facility is not available nor included for use in the facility agreement.

General Information

- Restrooms are located and available for use in the Community Center.
- Children must be under the direct supervision of an adult at all times.
- Rental of the Senior/Community Center is for the interior space only. No outdoor use is granted by the rental.
- Kitchen use is strictly limited to use of the sink, counter space, and refrigerator and must be cleaned upon the end of the rental period. Cleaning materials are available in the hall closet.

Reservation Fees

- Reservation fees and damage/cleaning deposits are waived for Columbus residents for meetings of less than 25 people and less than 2 hours in duration and where no food or beverages are served.
- $50.00 fee for use of the Facility for up to 4 hours by residents of the City. Any hours used beyond that time will be charged $25/hour for additional use.
- $150.00 fee for use of room up to 4 hours by non-residents of the City. Any hours used beyond that time will be charged $35/hour for the additional use.
- $150 cleaning/damage deposit applicable for all reservations with the exception as noted above. (Deposit refunds will be based on the inspection of the condition of the Facility at the end of the rental).
- All fees include state sales tax current at the time of the rental.

Liability/Insurance

The City reserves the right to require, depending on use, the renter of the Facility to carry general liability insurance and name the City as an additional insured for any rental for any reason in an amount not to exceed those limits as recommended by the League of Minnesota Cities (LMC Handbook, Chapter 18, C.6 (https://www.lmc.org/resources/handbook-for-minnesota-cities-chapter-18-insurance-and-loss-control).

If liability insurance is required, the City in its discretion, may, but not be limited to, require the following:

- Liability limits are set by state law and are currently limited to $500,000 per claimant and $1.5 million per occurrence
- A copy of the certificate of liability insurance must be received at least 10 days prior to the rental date.
- The City of Columbus shall be named as an additional insured on the Certificate.
- The insurance policy must be issued by an insurance company licensed to do business in the state of Minnesota.

By signing this application, any group, individual, or organization using the Columbus Senior/Community Center agrees to compensate the City of Columbus for all damages to facilities, equipment, or other property owned by the City, and to assume all liability for any personal injuries, including death caused by participants. The applicant for this rental will be responsible for reimbursement of damages, including those in excess of the damage deposit.

The City reserves the right to deny, change, or cancel meeting room reservations that do not comply with the rental policy. By signing this agreement, the renter affirms that they have read and understand the agreement and all regulations within this application form. They also agree to notify all parties involved with the event of the stated terms and conditions.

_____ _____

Applicant's Name (printed) Date

_____ _____

Applicant's Signature Date

For Office Use Only:

Date paid _____ Receipt #_____ Check #_____ Deposit Ck#_____