



CITY OF INDEPENDENCE
1920 County Road 90, Independence MN 55359
763-479-0527

POLICY GUIDELINES FOR USE OF THE COMMUNITY CENTER

USERS:

Community Center facilities are available Sunday-Thursday from 8:00 a.m. to 11:00 p.m. and Friday and Saturday from 8:00 a.m. to 12:00 a.m. for the following users:

1. Private use of the City of Independence residents (Must be age 21 or older to rent the facility)
2. Private use of residents of cities contiguous to Independence
3. Local non-profit organizations
4. Local civic organizations
5. Local school organizations
6. Local government organizations
7. Other groups or organizations, not identified above that serve Independence or communities contiguous to the City of Independence

PRIORITIZATION:

The City Council, official City commissions or other organizations whose meetings are sponsored by the City have priority in the use of the Community Room. Groups reserving these facilities must understand it may be necessary for them to relocate their meetings if the Community Center is needed for municipal government purposes.

REQUIRED SUBMITTALS:

- Application forms, deposit checks, and a \$1,000,000 insurance liability policy must be provided to the city at least four weeks prior to scheduled use.
- If alcohol is to be served on the premise, the Applicant must contract with West Hennepin Public Safety to provide an on-site security officer for the event. It is the responsibility of the applicant to notify West Hennepin Public Safety sixty (60) days prior to the event that alcohol will be served. If for any reason West Hennepin Public Safety is unable to accommodate the date of the event, alcohol will not be permitted on the premise.

PROCEDURES:

- A. Arrange to pick up a key before 11:00 a.m. on the Friday of the scheduled weekend.
- B. The City assumes no liability for loss, damage, injury or illness incurred by users of the facilities.
- C. The person signing the application is responsible for:

- Proper disposal of coffee, cups, paper, etc. and rearrangement of furniture.
 - Turning off all lights and locking the entrance doors
 - Reporting, repairing or replacing any damage to or loss of City facilities or equipment within 24 hours of meeting, or pay for the work to be done.
- D. Report any difficulties to City Clerk-Administrator or, if necessary, to local police.
- E. The use of alcoholic beverages is allowed in the Community Center. However, sale of such beverages is prohibited.
- F. Smoking is allowed outdoors only.
- G. Failure to conform to these policies may be cause for only a partial return of deposit money or forfeiture of future use privileges.

CLEAN UP:

1. Sweep (or, if necessary, wet mop) all floors and vacuum rugs.
2. Wipe down all tables and chairs before putting them away.
3. Wash all items used in kitchen and return to their proper places.
4. Wipe down kitchen counters, refrigerator, freezer, stove and microwave after use.
5. Empty all garbage containers and replace garbage bags (in mechanical room.) (Dumpster is outside the north door in back.)
6. Make sure the bathrooms are swept, counter tops are wiped down and waste containers are emptied.
7. If the parking lot, courtyard and garden areas have been used, make sure all debris, including cigarette butts, are picked up and placed in the dumpster.
8. Turn off all lights before leaving, and return the key the next business day unless other arrangements have been made.

*****We expect you to leave the facility as clean as it was when you entered.*****