

City of Scandia

## **Community Senior Center Rental Policy**

Adopted by the City Council  
March 19, 2013



The City of Scandia makes the facilities at the Scandia Community Senior Center available to a wide variety of organizations, community groups and residents. This policy shall govern the priority for and fees for use of the facility. Any variation from this policy shall require approval by the City Council.

**Priority for Use:** Public meetings and functions of the City of Scandia and its various committees shall take priority over other uses of the facility. Community-wide events such as Taco Daze shall also take precedence over other uses.

**Rental/ Reservation Agreement:** All users shall sign a rental/ reservation agreement. A "Liquor Addendum" shall also be signed if any alcoholic beverages will be served at the event.

**Waiver of Rental Fees:** Rental fees will be waived for use of the facility for the following purposes and/or to the following groups at no charge:

- Meetings conducted or sponsored by the city or other units of local government (such as Washington County, watershed districts, etc.)
- Firemen's Ball
- Taco Daze community festival
- All Scandia Marine Lion's Club functions (in recognition of the in-kind services provided and the contribution of the kitchen and equipment to the facility)
- Senior Citizen's Groups and Activities
- 4H Club, Boy /Girl Scout regular meetings, pinewood derby & Eagle Scout ceremonies (not requiring kitchen use)
- Meetings of homeowner/ resident associations, special interest clubs (car club, horse and carriage, pony club, etc.) and similar community groups (not requiring kitchen use or serving alcohol)

**Special Rates for Community Groups:** Special rates are established for non-profit groups (such as churches, schools, scouts and other charitable and/or service organizations) serving Scandia, as follows:

- Events for small groups (less than 150 guests): \$150.00
- Events for large groups: \$300.00

**Special Rates for Funerals:** The rental rate for funerals, including use of the hall and kitchen, shall be \$100.00 for residents and \$150.00 for non-residents.

**All Other Users:** Unless a reduced or special rate has been established, all other users of the facility shall be charged a rental fee as follows:

Room Rental:	<u>Resident</u>	<u>Non-Resident</u>
Hall	\$200	\$475
Hall, Set-Up Day Prior to Event	\$100	\$150
Heritage Room	\$75	\$100
Kitchen Use:	\$300	\$300

**Resident Rates:** Resident rates are available to residents of the City of Scandia only. Residency will be verified at the time the rental agreement is signed.

**Reservations:** Reservations may be made up to one year in advance. All rental fees are due when the facility is reserved. Rental fees are payable by cash or check to the City of Scandia.

**Cancellations:** Rental fees are fully refundable if a written cancellation is received 60 days in advance of the event. Refunds will be issued if a written cancellation is received from 30 to 59 days prior to the event, if the facility is booked for another event for the time reserved. No refunds will be issued if the reservation is cancelled less than 30 days prior to the event

**Cleaning/ Damage Deposits:** Users of the facility are responsible for cleaning up the facility and restoring the tables and chairs and any other equipment used to their original location and condition. Cleaning and damage deposits must be made in cash prior to picking up the key for the event. Cash deposits will be refunded in full upon return of the key, less any amount for cleaning required exceeding one hour, at the rate of \$50.00 per hour, or for any damage to furnishings or equipment. Cash deposits required shall be as follows:

- Community events and other non-profit groups: \$100.00
- All others utilizing kitchen: \$300.00

**Waiver of Cleaning/ Damage Deposits:** Cash deposits shall be waived for groups and events qualifying for waiver of rental fees. However, if the facility is not cleaned properly they will be charged for the necessary cleaning, and in the future will be charged a deposit.

**Kitchen Use:** Small functions serving only coffee or light refreshments not requiring use of the major kitchen appliances (stove/ ovens/ dishwasher) may utilize the kitchen for their events without an extra charge for kitchen use. All use of the kitchen facilities must be in accordance with the requirements of the licensing authority (Washington County.)

**City Attendant:** At any event where alcohol will be served, an attendant provided by the City must be on duty at all times. Users shall pay an additional \$135 fee for this service. The attendant is authorized to ask anyone who is obviously intoxicated or behaving in a disorderly manner to leave the premises. The attendant will assist with maintenance or facility needs during the event, and provide direction and assist with clean-up after the event.