

Indoor Facility Use Policies and Application

Elk River Arena



Elk River Arena

The Elk River Arena located at 1000 School Street, is operated by the City of Elk River. The Arena has 16,500 sq/ft of space with bleacher seating for 350. A total of 30 banquet tables and 30 chairs are available for use. A variety of tables and layouts of the space are possible. Electricity (110/220) is available. If freezer space or the arena sound system are applicable to your event, they are available on a limited basis, please call to confirm. Should your event benefit from concessions, the stand can be opened.

Hours of Use

The floor of the barn is available Mid April-Early September Monday-Sunday, 6 a.m. - 12 a.m. The Barn is available for rent on holidays pending building supervision.

How to Reserve the Facility

1. Obtain an Indoor Facility Use Application from the Elk River Arena, 1000 School Street or online at www.ci.elk-river.mn.us.
2. Submit the application, reservation fee, and \$100 damage deposit to the Elk River Arena a minimum of fourteen (14) business days prior to your requested date of use. If the event is to be catered, the caterer's certificate of insurance must be submitted at the time of application. Alcohol is not permitted at the arena. Application and all corresponding fees and paperwork must be completed by the user.
3. Upon receipt of the items listed in #2 above, The Elk River Arena will complete the following:
 - a. Verify that the facility is available for use on the requested date
 - b. Arrange for required building supervision, custodial or police staff for the event if needed
4. Residents of the City of Elk River may make reservations up to eighteen (18) months in advance. Non-residents of Elk River may make reservations up to six (6) months in advance.
5. An application will be denied if The Elk River Arena has been previously reserved or if the requested use is for an activity contrary to City Ordinance. The City reserves the right to deny or cancel a permit if the regulations are violated.
6. Applications may not be assigned, transferred or sub-let to anyone other than the person/organization making the application.
7. The City reserves the right to cancel an application at any time. In these circumstances, the City assumes NO responsibility for any disruption the cancellation may cause. The City will attempt to notify the applicant immediately if cancellation is necessary.

General Rules

The user of the Arena and surrounding grounds agrees to follow these rules:

1. Supervise the conduct of the members of their group.
2. Use only spaces approved for use.
3. Leave spaces used in a clean, orderly fashion, including replacing items removed. Trash shall be placed in designated containers.
6. Comply with all City ordinances, Minnesota State Statutes, Federal laws and the established rules for use, which apply to authorized use of City facilities.
7. Use of candles or any open flame is permitted provided the flames are contained, this must be pre-approved.
8. The permit holder shall assume full responsibility for any unlawful act committed in the exercise of the permit.

9. All persons and any equipment associated with the rental must be out of the Arena at the end of the rental time unless other arrangements have been made. No items are to be left overnight.
10. All bands and audio equipment must stop playing at 12:00 a.m. if inside the building.
11. Violation of these rules may result in forfeiture of all deposit money, the termination of the event, and the loss of opportunity to use the facility in the future.

Smoking/Alcohol

The Elk River Arena is a smoke-free building and grounds. Alcohol is not permitted at the arena.

Supervision

The group, individual or organization using the Arena must provide competent adult supervision for the entire time participants are in the building or on the surrounding grounds.

Liability and Indemnification

The group, individual or organization using any or all of the facilities at the Elk River Arena shall agree to compensate the City of Elk River for all damages to facilities, equipment or other property owned by the City, to compensate an employee for damage to personal property by any persons(s) attending the event, and further assumes all liability for any personal injuries including death caused by participants in the scheduled event. The permit holder will be responsible for reimbursement of damages, including those in excess of the deposit. Permit holder shall be wholly and solely liable and responsible for any and all acts of every kind and nature of any member, agent, employee or guest of permit holder. Permit holder further agrees to indemnify the City and defend and hold it harmless from any and all damages, claims for damages and claims of each and every nature which might arise out of the use of the Premises during the term hereof occasioned by the act or acts of any of permit holder's members, agents, employees or guests on the Premises. IN NO EVENT SHALL THE CITY BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE OR OTHER CONSEQUENTIAL DAMAGES WHETHER OR NOT FORESEEABLE (INCLUDING, WITHOUT LIMITATION, DAMAGES FOR THE LOSS OF GOODWILL OR PROFITS) ARISING OUT OF OR IN RELATION TO THIS AGREEMENT EVEN IF ADVISED BEFOREHAND OF THE POSSIBILITY OF SUCH LIABILITY.

ROOM SET-UP AND DECORATION

Room set-up will be done the day of the event by the applicant. unless other arrangements have been made. To arrange early set up, please notify the arena manager at 763.635.1141. Pre-approved decorations may be put up by the user and must be removed upon completion of the event.. Paper/metallic confetti or rice shall not be used in the building or on the grounds.

USERS AND FEES

An Elk River organization is one with its primary physical location being within the City's boundaries. For entities without set physical locations, an organization will be considered an Elk River Organization if it certifies that at least 60% of its membership is comprised of Elk River residents (subject to potential confirmation).

The exempt purposes set forth in 501(c)(3) are charitable, religious, educational, scientific, literary, testing for public safety, fostering national or international amateur sports competition, and the prevention of cruelty to children or animals.

Elk River 501(c)3 groups will be allowed up to three usages per month under the 501(c)3 guidelines. If an Elk River 501(c)3 group requires more than three usages in a month, the group will be charged the Elk River Resident rental rate for the additional rentals.

Elk River service organizations are identified as Rotary, Kiwanis, Masons, Knights of Columbus, Jaycees, American Legion and Auxiliary, VFW and Auxiliary, Lioness, and the Eagles and Auxiliary.

Deposits are to be provided by money order, cashier's check or credit card for amounts over \$100.

All holidays will be considered weekend use and are subject to staff availability.

REFUNDS

Rental fees and other charges are refundable if the City cancels the use of The Elk River Arena for any reason other than violations by the users. When the permit holder requests cancellation more than forty-five (45) days before the event, a full refund of the building supervision fee will be issued and a full refund of the rental fee will be issued if an alternate user is found. There is no refund of any fees if a permit holder cancels within forty-five (45) days prior to the event. Deductions to the deposit shall occur as follows:

CONCERN	PORTION OF DEPOSIT LOST
All items used must be cleaned and put away. All rooms used must be swept, all spills/messes must be cleaned up and garbage must be taken out to dumpster if can is full or if it contains food.	\$30/hr. with a 2 hour minimum for any clean up required
Any items broken, damaged or missing.	Replacement cost plus 25%
Building and grounds—any damage including but not limited to graffiti; gum on furniture; broken fixtures, outlets, windows, or doors; holes in walls and outside area free of debris.	To be assessed
Event not ending as scheduled, including clean up.	See fee schedule
Additional deductions may be taken according to The Elk River Arena Use Policy. Please be sure to read these in full.	Refer to policy



Application for Elk River Arena Facility Use

Applications are to be submitted to the Elk River Arena, 1000 School Street at least 14 days prior to the first date requested in order to allow processing time. Some requests may require additional time for review. *If making application as a non-profit group, please supply proof of status with application. Please make checks payable to The Elk River Arena*

Additional Amenities Needed:

_____ Freezer space(limited use confirm w/manager) _____ Chairs(30 available-note how many needed)
_____ Tables (30 available-note how many needed) _____ Sound System (limited use confirm w/manager)

Please Complete the Following

Renter/Organization Name _____

Address _____
Street City State Zip

Organization Contact Name, if applicable _____

Phone _____ Work Phone _____ Fax _____

Activity _____ Email Address _____

Date(s) of Activity _____ Number of People Expected _____

Start Time (including set up) _____ End Time (including take down and clean up) _____

By signing this application, I acknowledge receipt of and agree to follow the Elk River Arena Use Policy. I understand that a portion or all of my deposit may not be returned if these policies are not followed. I authorize the City of Elk River to file a claim against my insurance company if the deposit I have given does not cover any damages or cleaning needs required from my use of this facility. I understand I will be the first one in the building and the last one to leave from my group and I must be present during the entire event.

Signature _____ Date _____

FOR OFFICE USE ONLY	
Date and Time Received	Proof of 501(c)3 Status Received
Fees Paid	Streets Department Notified
Deposit Paid	Police Department Notified
Copy of Insurance Policy Received	

Elk River 501(c)(3) groups and those qualifying for this status, Elk River service organizations specified above and Non-City of Elk River governmental elections and caucuses.

Rent

Days Rented	Hourly Cost, including set-up and take down time.
Mon-Thurs	\$25/hr (Max of \$300/day)
Fri-Sun	\$35/hr (Max of \$420/day)

Building Supervision: \$15/hr when applicable

Deposit: \$100

District 728 and Sherburne County

Rent

Days Rented	Hourly Cost, including set-up and take down time.
Mon-Thurs	\$35/hr (Max of \$420/day)
Fri-Sun	\$45/hr (Max of \$540/day)

Building Supervision: \$15/hr when applicable

Deposit: \$100

Elk River Residents/Non Profit Event

Rent

Days Rented	Hourly Cost, including set-up and take down time.
Mon-Thurs	\$35/hr (Max of \$420/day)
Fri-Sun	\$45/hr (Max of \$540/day)

Building Supervision: \$15/hr when applicable

Deposit: \$100

Non Residents/Profit Events

Rent

Days Rented	Hourly Cost, including set-up and take down time.
Mon-Thurs	\$50/hr(Max of \$600/day)
Fri-Sun	\$65/hr(Max of \$780/day)

Building Supervision: \$15/hr when applicable

Deposit: \$100