



# Elk River Public Library Community Room

## Community Room Use Policy and Application



## LOCATION AND ROOM SIZE

The Elk River Public Library Community Room is located at 13020 Orono Parkway, Elk River, 55330.

The room has 15 2x4 foot tables and 46 chairs – it accommodates approximately 40 people comfortably. There is a projector with plug-in's for a laptop.

## HOURS OF USE

The Elk River Public Library Community Room is available for use as follows:

Monday and Wednesday	10:30 a.m. – 7:30 p.m.
Tuesday and Thursday	12:30 p.m. – 7:30 p.m.
Friday	10:30 a.m. – 4:30 p.m.
Saturday	9:30 a.m. – 1:30 p.m.
Sunday	Closed

Meetings must end on time so the room can be cleared and vacated before building closing time.

The Community Room is not available on observed holidays. For more information go to [www.griver.org/locations/elk-river](http://www.griver.org/locations/elk-river) → Holiday Closures.

## COST

The Community Room is available, free of charge, for use by community members or groups for non-commercial meetings. A \$50 refundable deposit is required and is refunded after the inspection of the room following your event. The refund takes about 2-4 weeks to receive.

## HOW TO RESERVE THE COMMUNITY ROOM

1. Obtain an Indoor Facility Use application for the **Elk River Public Library Community Room** from the City of Elk River Parks and Recreation Department at 13065 Orono Parkway or online at [www.elkrivernm.gov](http://www.elkrivernm.gov) → Parks and Rec → Facility Rentals.
2. Submit the application and the \$50 deposit. Payment must be in the form of cash, check, credit card or money order. Checks should be made payable to “City of Elk River”. Submit your application in one of the following ways to:

In person: 13065 Orono Parkway, Elk River

Hours:

Winter Hours (Labor Day through Memorial Day)

Monday – Friday 8:00 a.m. to 4:30 p.m.

Summer Hours (Memorial Day through Labor Day)  
Monday – Thursday 7:30 a.m. – 5:00 p.m.  
Friday: 7:30 a.m. – 12:00 p.m.

Emailed to: [recreation@elkrivernm.gov](mailto:recreation@elkrivernm.gov)

Faxed to: 763-635-1155

3. Reservation requests cannot be for more than three (3) months in advance and must be at least three (3) days prior to the date requested.
4. Reservations cannot be made for more than three (3) events per month. If you are reserving for multiple dates, the city of Elk River can hold your deposit and then refund after your last meeting. Talk to Parks and Rec staff if you are interested in this option.
5. Upon receipt of your application and deposit, Elk River Parks and Recreation staff will verify that the facility is available for use on the requested date(s) and if available, will process the registration. You will be emailed a Facility Sales Receipt (Permit).

## **GENERAL RULES**

1. The City of Elk River reserves the right to deny or cancel a permit if any rules are violated.
2. Applications may not be assigned, transferred or sublet to anyone other than the permit holder (person/organization making the application).
3. The permit holder will supervise the conduct of the members of the group the entire time participants are in the building or surrounding grounds and use only the space approved for use.
4. Light refreshments may be served, provided proper care is given to clean up after the meeting. Alcoholic beverages may not be served or consumed on library property.
5. The building and grounds are smoke-free.
6. The permit holder must leave the space in a clean, orderly fashion, including replacing items used to their original position.
7. Comply with all city ordinances, Minnesota state statutes, federal laws and these established rules.
8. Use of candles or any open flame is prohibited.
9. The permit holder assumes full responsibility for any unlawful act committed in the exercise of the permit.

10. Items may not be attached to walls or ceiling and no items are to be left in the room after the use is over.
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.
12. First priority is given to library sponsored or endorsed organizations including the city of Elk River and the Friends of the Elk River Library. The City reserves the right to schedule the Community Room for the best interest of the city.
13. The Community Room is not available for personal, company or family parties.
14. Other than for the Great River Regional Library and the City of Elk River, the Community Room is not available for programs involving the sale, advertising, solicitation or promotion of memberships, classes or services. The room is not available for money raising events and no admission fee may be charged nor may a collection be taken. Presentations may not be for the direct commercial gain of the presenter and no solicitation or promotion of products or services of a particular business will be allowed.
15. The number attending a meeting at one time may not exceed the capacity of the room (40) by order of the Fire Marshal.

## **LIABILITY AND INDEMNIFICATION**

The group, individual or organization using the Elk River Public Library Community Room 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 person 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. The 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 the permit holder. The permit holder further agrees to indemnify the City, defend and hold it harmless from any and all claims for damages (and claims of each and every nature) which might arise out of the use of the premises during the term hereof (or) occasioned by the act or acts of any of permit holders member, 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.

# APPLICATION FOR ELK RIVER PUBLIC LIBRARY COMMUNITY ROOM

Organization Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Activity \_\_\_\_\_

Date Requested \_\_\_\_\_ Number of People Expected \_\_\_\_\_

Start Time (includes set up) \_\_\_\_\_ End Time (includes clean up) \_\_\_\_\_

By signing this application, I acknowledge receipt of and agree to follow the Elk River Public Library Community Room 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 room and the last one to leave from my group and I must be present during the entire event.

Permit Holder Signature \_\_\_\_\_ Date \_\_\_\_\_

## ***For Office Use Only***

Date deposit received \_\_\_\_\_ Payment:  Cash  Check # \_\_\_\_\_  Credit Card  Money Order

Visa/Mastercard # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expires \_\_\_\_/\_\_\_\_ 3-Digit Code on back \_\_\_\_\_

Name as it appears on card \_\_\_\_\_