



## MINNCO CENTER USAGE OF FACILITIES



We are delighted to be able to offer you space to hold your event or conduct your meetings. However, increased usage means increased maintenance for the Minnco Center. We ask that you and your group read and follow the policies for use of our building, listed below, so that we may continue to offer its use to you and others.

### General

- Minnco will make every effort to accommodate groups, however, we reserve the right to deny, cancel or modify a request to provide space to any individual or group for any reason.
- First priority for use of Minnco Center facilities shall be for Minnco meetings, staff uses and other Minnco-sponsored functions and activities.
- All events will be conducted in accordance with all applicable laws, regulations, and ordinances.
- The use of alcohol or drugs is strictly prohibited. Violation of this rule will be cause for removal of all your group's members from the building and denial of use of the building to your group in the future. In addition, the proper civil authorities may be contacted.
- Smoking is strictly prohibited inside the building. If smoking occurs outside the building, collect any butts and matches and dispose of them properly.
- Groups are expected to honor their scheduled time. Failure to do so may be grounds for denial of future use of the building.
- Groups may occupy the designated space only during the specified hours. All set up, the event itself and the required clean up time must take place within these hours. Groups must vacate their space at the time specified in their request.
- No one can deface or damage the building in any way. There can be no pinning, taping, stapling or otherwise affixing decorations, signs, balloons, etc, to the walls, doors, floors, and woodwork.
- Fines of \$25 will be charged to any group violating the above policy.
- Users are responsible for conserving fuel, water and electricity to the extent practicable.
- On-going storage space within the building is not available. All items brought in must be removed each time the facility is used.

### Fees and Insurance

- In order for Minnco Credit Union to continue offering this facility to the community with no rental fee, it is imperative that the facility and its contents be treated with the utmost respect and care. In doing so, the facility will be able to serve the community for many years. Each group using the facility is responsible for any breakage or damage caused by the group. The cost of repairing any damage or replacing broken items, including costs of material and labor, will be billed to the group through the individual signing the request.
- Groups will have access to the community room, kitchen and bathrooms. Entering the Board room and/or any other portion of the building is **strictly prohibited**. Doing so after normal business hours will, in fact, set off the alarm

system and law enforcement will respond. It is the responsibility of each group's leader to inform everyone in the group that these other areas are never to be accessed after normal business hours, except in the case of a fire. **A \$50.00 fee will be assessed for setting off an alarm in a non-emergency situation.**

- If your group is using the room before or after business hours you will be given an access card for the time period requested. Your group will be required to sign the access card out and the card must be returned to the Minnco Center within two days of use. Failure to return the access card will result in a **\$5.00 fee**.
- By signing the Request Form, you agree to reimburse or otherwise pay to Minnco the costs or liabilities, including attorney's fees, incurred because of any and all damages, claims, or suits, or any other legal, equitable, or administrative proceedings of any kind or nature, which in any way were or are caused by, result from, or are connected with your activities at Minnco Center.
- By signing the Request Form, you agree that Minnco, its members, and its employees are not responsible for lost or stolen items, nor will Minnco be liable for a user's injury or property damage. The individual or group signing this Agreement understands that Minnco makes no representation regarding the condition of the facilities or the suitability of the facilities for the planned use, and that it uses Minnco's facilities in an "as is" condition.
- Minnco may require that users carry liability insurance, depending on the size of the group and the proposed use.

#### **Tasks which must be performed after your event**

- Users are responsible for turning off all lights (halls, rooms and kitchen).
  - Do not leave any dirty dishes or containers. Please either wash them before you leave or, if they belong to your group, take them with you.
  - If your event is after business hours, do not leave uneaten food in the trash cans or refrigerator. Please deposit in the outside dumpster.
  - Check counters, refrigerators, stoves, and other areas for food left behind by your group. Do not leave leftover food in the building.
  - Check to see that all electrical appliances you used (oven, stovetop, etc.) are turned off.
  - Be sure all water faucets in kitchen and restrooms are turned off.
  - Close all doors before leaving. Securing the premises is the users' responsibility.
  - Each individual or group must leave the facilities it used in a tidy, clean condition, including any hallways or bathrooms that were used.
- If you change the arrangement of tables or chairs for your meeting, please return them to their original layout prior to leaving.

**I have read the rules regarding the damage deposit, fees and terms of use of the Minnco Center, *and by signing the request form*, I do hereby agree to abide by them and ensure that members of my group abide by them.**