

LITTLE CANADA OLD FIRE HALL
440 Little Canada Road East, Little Canada, MN, 55117

RENTAL RULES AND REGULATIONS

The following rules and regulations have been implemented by the City of Little Canada in association with rentals of the lower level of the Old Fire Hall.

APPLICATION PROCESS

This facility will only be rented to **residents** of the City of Little Canada. Persons requesting rental space must be 21 years of age or older.

A reservation of the Old Fire Hall will be considered only after a completed facility permit application form, insurance form (if applicable), rental fee, and security deposit are received at the City Center. Reservations are confirmed only after the applicant receives written approval from the City.

RENTAL FEES and SECURITY/DAMAGE/CLEANING DEPOSIT

The rental fees for the lower level of the Old Fire Hall are as follows:

- **\$105** Monday-Thursday (9 a.m.-Midnight)
- **\$185** Friday, Saturday, Sunday, and Holidays (9 a.m.-Midnight)

A security/damage/cleaning **deposit of \$350.00 is also required** at the time of the rental. This fee is refundable only if all rental rules and regulations are followed and subject to an inspection of the premises. A check for the deposit will be returned by mail to the applicant listed on the permit within three (3) weeks of the event if no deductions are necessary.

Rental hours shall begin no earlier than 9:00 a.m. and your event **must conclude no later than 12 o'clock midnight**. A small clean-up group will be allowed on the premises past midnight for the sole purpose of cleaning the facility. Clean-up must be concluded by 1:00 a.m. Rental hours include set-up and clean-up times.

The City shall not accept the application for use without payment of the rental fee and security deposit.

KEY and ALARM CODE

The renter is responsible for picking up the Old Fire Hall key.

- The key and alarm code must be picked up a day or two before your rental, office hours are Monday thru Friday, 8:00 a.m. - 4:00 p.m. City offices are **not** open on weekends.
- All or a portion of your deposit will be forfeited if a city employee is required to open the hall for your event. **Key and alarm code instructions must be returned after use.**

CANCELLATION

a. By Renter:

Renter may cancel the facility rental permit agreement by giving written notice to the City. If notice is received by the City sixty (60) or more days prior to the date of use, the rental and damage deposit fees paid to the City shall be refunded less a \$10.00 administration fee. If notice is received by the City less than sixty (60) days before the date of use, the City shall retain a \$30 cancellation fee.

b. By City:

The City reserves the right to cancel facility permits up to 48 hours prior to the date of use; or at any time when a state of emergency is declared by the City, or in the opinion of the City unsafe environmental conditions exist, or if utility services are interrupted. In the case of ongoing, repetitive usage by a renter, the City reserves the right to cancel the facility permit with two weeks' notice for City-sponsored or City-affiliated events. If cancellation occurs, the Renter agrees that the City shall have no responsibility or liability for any disruption or damages, or loss that which Renter may suffer or incur due to such cancellation. The City will attempt to notify the Renter as soon as possible if cancellation is necessary. All fees paid to the City shall be refunded to the Renter if this facility permit is canceled pursuant to this paragraph.

ALCOHOL

1. The sale of alcohol is prohibited under any rental arrangement.
2. Alcohol may be on-site without charge of any type as long as the renter provides a **Certificate of Insurance including host liquor liability coverage with the minimum limits of \$300,000 for single claim and \$750,000 for any number of claims arising out of a single occurrence. Also include the location, Little Canada Old Fire Hall, and the date of the event on the certificate.**
3. Alcohol is **not permitted** on site without meeting the above criteria.

USE OF FACILITY

The Renter shall abide by the following rules with regard to the use of the facility:

1. **Renter will be present during the entire rental time listed on the application.**
2. Renter understands and agrees that fees paid by Renter are refundable only as stated in these Rules and Regulations.
3. This Application may not be assigned or transferred. The Renter may not sublet the facility premises.
4. The Old Fire Hall is a tobacco-free building and the use of tobacco of any kind is prohibited throughout the facility. The use of illegal chemical substances in any form is also prohibited.

5. Usage of the Old Fire Hall which involves an admission fee or advance ticket purchase or donation for admittance is prohibited except for those organizations listed in the Old Fire Hall Use Policy which are allowed to use the facility for fund-raising purposes.
6. Disorderly conduct is prohibited and punishable by the ejection of the disorderly persons from the facility. The Renter shall be solely responsible for supervising the conduct of the members of its group.
7. The Renter shall limit his/her activities, including set-up and clean-up, to the time indicated on the facility permit. People congregating on the property outside the building are not allowed after 9 p.m.
8. The City of Little Canada reserves the right to alter or change interior site arrangements and locations as deemed necessary by the City as overall programming dictates, up to and including 24 hours prior to rental.
9. The Renter assumes full responsibility for any damage caused or unlawful act committed in connection with the Renter's use of the facility.
10. Activities and events sponsored by individuals, agencies, organizations, or groups shall not discriminate contrary to the laws of the State of Minnesota, and without limitation, shall not discriminate against any person on the basis of gender, race, creed, religion, national origin, age, marital status, sexual preference/orientation, economic status, or disability.
11. Gambling of any nature is prohibited.
12. Candle use of any kind is prohibited.
13. All beverage inventories, catering equipment, etc. must be removed from the Old Fire Hall upon the time expiration of the permit. A rental fee of \$50.00 per day will be charged if such material is found in the hall after the expiration of the permit.
14. The Renter shall be charged in hourly increments of \$25.00 for any occupancy of the building, including caterers and band personnel, before the permit goes into effect or after the permit expires.
15. The Renter must comply with all City of Little Canada ordinances, Minnesota State Statutes, Federal laws, and the established Rules and Regulations which apply to the authorized use of the Old Fire Hall.
16. The City is not responsible for the loss or theft of any personal items by individuals or groups using our facilities.
17. There will be no rental activity between the hours of 1:00 a.m. and 9:00 a.m.

18. **Video Surveillance:** The premise is under video surveillance. Compliance with rental terms may be enforced through a review of video surveillance.

CLEANING

The Renter shall leave the room(s) and/or area(s) used in a clean, neat, and orderly fashion, including replacing items that were removed.

Cleaning supplies, located in the maintenance closet in the northwest corner of the Main Room, are available to assist in this effort.

Cleaning includes, but is not limited to, trash removal, sweeping of floors, mopping of floors as necessary (spills, excessive tracking, etc.), washing of tables and chairs and replacing them to their original location, and cleaning of the kitchen area, including stove tops and ovens. **See attached Miscellaneous Information sheet.**

Additional costs or deductions from your damage deposit (\$50.00 minimum) will be incurred if extra custodial services are necessary.

SOUND / MUSIC

Your sound source (bands and audio equipment) shall be controlled and maintained within the confines of the building and shall not be disturbing to surrounding residents. Your guests should be reminded when leaving the building to be respectful of the noise level and neighboring properties.

DECORATIONS

Decorations may be put up by the Renter and must be removed by the time indicated on the facility permit as the time Renter's use of the facility ends.

Decorations shall in no way cause damage to walls, ceiling, or flooring. Any materials used to display decorations (such as tape, string, ribbons, etc.) shall be completely removed before leaving the facility. The use of nails, screws, tacks, etc. is strictly prohibited.

NO glitter, confetti, birdseed, rice, etc. are allowed inside or outside of the Old Fire Hall.

Failure to comply with this rule will result in **partial or complete forfeiture** of the damage deposit.

BUILDING CAPACITY

The City of Little Canada has limited the rental capacity of people in the lower level of the Old Fire Hall to 75 persons. Over 75 may result in **partial or complete forfeiture** of the deposit.

PARKING

There are limited on-site parking spaces at the Old Fire Hall.

If additional parking is required, the municipal parking lot at the corner of Little Canada Road and McMenemy Street is to be utilized. There is **no** on-street parking available.

Parking in private parking lots across the street from the Old Fire Hall is prohibited.

SUPERVISION

The group, individual, or organization using the lower level of the Old Fire Hall must provide competent adult supervision for the entire time that participants are in the building or on the surrounding grounds.

LIABILITY

The Renter using the Old Fire Hall shall agree to compensate the City of Little Canada for all damages to facilities, equipment, or other property owned by the City, and further assumes all liability for any personal injuries, including death caused by participants of the scheduled event.

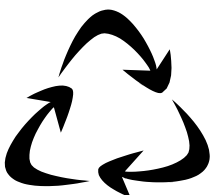
BUILDING EMERGENCIES

Should an issue arise with the building during your rental that requires an emergency response by City maintenance personnel, contact:

- Derek Anderson, Parks Maintenance Supervisor: 651-775-0877
- Public Works on-call phone number: 651-792-7710

**The Ramsey County Sheriff's Department
will stop by your event to check on facility use compliance.**

01/2023



The City of Little Canada offers recycling of plastic bottles and aluminum cans in all of our park shelters and rental facilities. We encourage our permit holders and their guests to take the time to RECYCLE!