



City of Gem Lake
 Heritage Hall
 4200 Otter Lake Road | Gem Lake, MN 55110
 651-747-2790/92 | 651-747-2795 (fax)
 E-mail city@gemlakemn.org

Heritage Hall Rental Reservation

First Come, First Served Basis

APPLICATION CHECKLIST:

To prevent delay, please ensure the following information is submitted

- Application
 - Application Fee for Residents (if paying with cash we can only accept exact change)
 - Large Conference Room (Monday-Thursday Evenings)
 - \$25.00/hour (two (2) hour minimum) Room Fee
 - \$30.00 Cleaning/Staffing Fee
 - \$150.00 Refundable Deposit
 - Small Conference Room (Monday-Thursday Evenings)
 - \$15.00/hour (two (2) hour minimum) Room Fee
 - \$25.00 Cleaning/Staffing Fee
 - \$50.00 Refundable Deposit
 - Large Conference Room (Friday-Sunday Evenings)
 - \$38.00/hour (two (2) hour minimum) Room Fee
 - \$30.00 Cleaning/Staffing Fee
 - \$150.00 Refundable Deposit
 - Small Conference Room (Friday-Sunday Evenings)
 - \$20.00/hour (two (2) hour minimum) Room Fee
 - \$25.00 Cleaning/Staffing Fee
 - \$50.00 Refundable Deposit
- (Room rentals during normal business hours are free, cleaning fee and deposit will still be required)
 (Rates for non-residents see attached policy for rates of use)
- Gem Lake or White Bear Township Resident Yes No

Applicant Information

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Rental Information

Organization: _____

Organization Address: _____

Date of Rental: _____ Time: _____ to _____

Purpose of Rental: _____

Attendees

Name: _____ Phone: _____
Name: _____ Phone: _____
Name: _____ Phone: _____
Name: _____ Phone: _____
Name: _____ Phone: _____
Name: _____ Phone: _____

I/we acknowledge that I/we understand and will adhere to the attached policies

Applicant Signature: _____ Date: _____

Data Practices Advisory (Tennessee Warning)

I understand that some of the information provided on this form will be public data. Public data is available to anyone who makes a request for such information. Under the Minnesota Data Practices Act, your address, email and/or telephone number are private data. You may choose not to provide some or all of this private data, but it may cause your Heritage Hall Rental request to be denied. By completing this information, you are consenting to allow the City of Gem Lake staff to share this information in order to administer Gem Lake Policies regarding Heritage Hall Rental Reservations. Please sign below to affirm that you have read this notice.

Applicant Signature: _____ Date: _____

Office Use Only

Approved: Yes No If no, reason: _____

Assigned Councilmember: _____

Amount Paid: _____ Cash Check Check # (if applicable): _____

Receipt No.: _____ Date Approved: _____

Heritage Hall Rental Policy

1. Rates for Use

- a. Volunteer and Non-Profit Groups may use Heritage Hall for a staffing and clean up charge of \$30 per use or event. Funds generated from the staffing and clean up charges are paid to the building custodian for clean up and maintenance services and to off-set the cost of city staff. Volunteer and non-profit groups are considered to be community service organizations consisting of residents of Gem Lake or White Bear Township, or community service groups which serve the residents of Gem Lake or White Bear Township.
- b. Other groups, such as families or unorganized groups of neighbors living in Gem Lake or White Bear Township, may use Heritage Hall.
 - i. The rates for the large conference room are:
 1. \$25 per hour with a two-hour minimum for weekdays (Monday through Thursday)
 2. \$38 per hour with a two-hour minimum for weekends (Friday through Sunday)
 3. \$30 staffing / clean up charge
 4. \$150 damage deposit (refundable)
 - ii. The rates for the small conference room are:
 1. \$15 per hour with a two-hour minimum for weekdays (Monday through Thursday)
 2. \$20 per hour with a two-hour minimum for weekends (Friday through Sunday)
 3. \$25 staffing / clean up charge
 4. \$50 damage deposit (refundable)
- c. Other groups, such as non-residents of Gem Lake or White Bear Township may use Heritage Hall.
 - i. The rates for the large conference room are:
 1. \$50 per hour with a two-hour minimum for weekdays (Monday through Thursday)
 2. \$75 per hour with a two-hour minimum for weekends (Friday through Sunday)
 3. \$30 staffing / clean up charge
 4. \$150 damage deposit (refundable)
 - ii. The rates for the small conference room are:
 1. \$30 per hour with a two-hour minimum for weekdays (Monday through Thursday)
 2. \$50 per hour with a two-hour minimum for weekends (Friday through Sunday)
 3. \$25 staffing / clean up charge
 4. \$50 damage deposit (refundable)
- d. Meetings that begin to run 15 minutes over the approved scheduled meeting agreement will be charged for an additional hour.

2. Restrictions

- a. No food service is allowed in Heritage Hall unless provided by a City of Gem Lake approved caterer. Prom Catering is approved by the City. Coffee and cookies – style food may be served in the foyer without a caterer.
- b. No serving of alcohol, beer, or wine is allowed in Heritage Hall.
- c. There is No Smoking in Heritage Hall.
- d. No religious church service use is allowed in Heritage Hall because of church – state separation regulations. Weddings may be held in the hall, but regular church services are not allowed.

3. Further Details

- a. Capacity
 - i. Heritage Hall's large conference room seats 75 people. This is the maximum occupancy.
 - ii. Heritage Hall's small conference room seats 8 people. This is the maximum occupancy.
 - iii. There are 26 parking spaces in the on-site parking lot. On-street parking is not available.
 - iv. Heritage Hall's large conference room has 55 chairs and three tables. The small conference room has 6 chairs and one table. If additional chairs or tables are needed, a caterer or bonded provider of meeting room furniture will have to provide the extra furniture. The caterer or bonded provider is responsible for all

damage to the building or grounds during delivery, installation, or removal. The City of Gem Lake must be notified in advance of the need for additional furniture and who will be providing the service. The City must give prior approval.

b. Applications and Reservations

- i. Applications to use Heritage Hall must be submitted at least 30 days in advance of the proposed meeting or event. The application form is available at either Gem Lake City offices at Heritage Hall 4200 Otter Lake Road or at White Bear Township offices at 1281 Hammond Road. Group users of regular monthly or quarterly meetings may apply for meeting dates for the calendar year only. Renewals shall be processed in the same manner as the original application.
- ii. All fees should be paid at time of application. For those groups having multiple events throughout the year at Heritage Hall, arrangements may be made to pay fees for subsequent events two weeks prior to the event.
- iii. The damage deposit will be refunded to the applicant if no damage is found.
- iv. If there is damage found, the group shall reimburse the City of Gem Lake for any extraordinary expense the City incurs, including but not limited to the following:
 1. Damage to the building, the carpet, or damage to or loss of furniture, or other property or equipment.
 2. If the meeting hall's carpet must be cleaned, an additional charge of \$240 will assessed against the group.

c. Application Approval Process

- i. The City of Gem Lake and White Bear Township works together to provide a staff presence for the group's use or event. The staff presence is necessary in order to open the building for the event, to monitor and trouble shoot during the event, and to secure the building at the end of the event. Staffing availability is required before an event can be authorized.
- ii. The City of Gem Lake and White Bear Township may require proof of a group's tax-exempt status, or volunteer status, or community-service status as part of the application process.
- iii. The City of Gem Lake and White Bear Township decides on all applications and will not discriminate against any applicant because of race, creed, religion, gender, sexual or affectional orientation, color, national origin, ancestry, familial status, age, disability, or marital status, or status with regard to public assistance.
- iv. The City Council of Gem Lake may rescind authorization for a group to use Heritage Hall if it is found that the group cannot satisfy the requirements of the policies for the use of Heritage Hall for meetings and events.

d. Event Logistics, Set Up, and Clean Up

- i. The group shall identify a responsible contact person and an alternate who will work with City or Township staff on event details and logistics. The contact person shall sign a statement acknowledging the understanding and acceptance of the responsibilities contained in the policies for the use of Heritage Hall for meetings and events.
- ii. Set up times and clean up times of the event are included in the scheduled event's duration and billing.
- iii. The group (or their caterer or furniture provider) is responsible for setting up the meeting hall furniture to the design of their choice for the event.
- iv. The group (or their caterer or furniture provider) is responsible for returning the meeting hall furniture to the Heritage Hall's original set up, with the tables in the front and chairs in a normal meeting room fashion.
- v. All refuse generated by the group shall be collected and removed from Heritage Hall. The refuse / recyclables must be taken off site and cannot be left in the building's waste baskets or recycling or refuse containers.
- vi. If assistance is needed at an event or meeting:
 1. Call 9-1-1 in case of emergency and identify your location as Heritage Hall, 4200 Otter Lake Road, White Bear Township