



CITY HALL COMMUNITY ROOM RESERVATION POLICY

I. Introduction.

Anoka City Hall has the Community Room and Community Room Kitchenette that may be scheduled for use by residents and resident civic and non-profit organizations. Non-resident use is not allowed. This policy is not applicable for City meetings.

Scheduling of the Community Room/Kitchenette will be coordinated through the assigned department during business hours. Business hours are Monday through Friday, 8:00 a.m. to 4:00 p.m., excluding holidays.

For the purposes of this policy, the individual booking the reservation, or the organization conducting the meeting/event, must meet one of the resident requirements as described below. In addition, the individual making the reservation must be in attendance at the meeting/event and is responsible for picking up the key.

A. Resident.

1. An individual, residing within the city limits, making the reservation must be 21 years of age or older.
2. A non-profit group, youth organization, business, or church, school with its physical facility located within the City limits of Anoka.

B. Non-resident.

Any person, civic group, organization, for profit business, church, or school that does not meet criteria outlines in Section A 1-3 above.

Free community seminars on products or services that a business sells, shall not constitute non-profit status for reserving the community room; for example, free insurance educational training from an insurance firm. This type of use shall be considered for-profit.

In cases where it is not clear whether a group or organization merits a certain status, the City of Anoka personnel shall make a determination. Proof of local non-profit status, business registration, driver's license and/or additional information may be requested to assist in this determination.

I. Reserving/Scheduling of City Hall Meeting Rooms.

Reservations will be accepted on a first come, first served basis up to twelve (12) months in advance of the meeting/event date. A maximum of 12 dates may be reserved at a time or within a calendar year for a single organization or individual. Reservations are allowed within the current calendar year only.

All rentals subject to the policies in effect at the time of the rental.

Reservations may not be transferred or sublet. The individual making the reservation is responsible for picking up the access fob and paying the key deposit. If the person making the reservation is unable to pick up the key, they may designate someone else at time of reservation.

Cancellation of reservations made at least 2 weeks in advance will not be subject to a fee. Cancellations made within 2 weeks of the rental date are subject to a 10% fee or \$10 whichever is greater.

No reservation will be scheduled to begin before 8:00 a.m. Room set up/clean-up is to be provided by the renter and must be included in room reservation time.

Reservations are made as a block of time:

- Monday – Friday 8:00am – 4:30pm
- Monday – Thursday 5:00pm – 10:00pm
- Friday 5:00pm – 10:00pm
- Saturday 9:00am – 10:00pm
- Sunday 9:00am – 10:00pm.

Exterior doors automatically lock at 9:00pm. Facility must be cleared by 10:00pm.

No reservations allowed when City Hall is closed in observance of the following holidays: New Year's Day, Martin Luther King, Jr., President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, (and the day after Thanksgiving Day), Christmas Eve and Christmas Day. No rentals allowed on the weekend dates that precede or follow one of these holidays.

II. **Priority of Use.**

Any event directly related to the operation of the City (i.e. city council/board/commission meetings, recreation programs, staff trainings, etc.) shall have first priority use of the Community rooms or kitchenette.

The City of Anoka reserves the right to reschedule any and all reservations.

III. **Damage Deposit/Fees.**

A damage deposit is required. Community Room must be left in at least the condition it was in prior to use and tables/chairs are to be returned to the original stacked positions. If the room is left in disarray, damage occurs during use, or the doors remain unlocked after the meeting, the permit holder will forfeit the deposit, will be held responsible for damages in excess of the deposit, and will lose the privilege to use the meeting rooms for one (1) year.

The permit holder is responsible for:

- Disposing of any garbage from the meeting; not to be left within City Hall
- Turning off the lights when the meeting is over
- Locking up the building after the meeting is finished
- Room set-up/tear down

Fees for the use of the Community Room / Kitchenette are set by ordinance of the Anoka City Council. All fees must be paid in advance to confirm reservations. Weekday fee is applicable for reservations Monday – Thursday and Friday 8am – 4:00pm. Weekend Rate is applicable for Friday 5pm – 10pm, Saturday and Sunday use.

Rental fees are for the Community Room and/or kitchenette use only. Audio/visual equipment is currently not available for rent through the city.

Rental fees are fully refundable if the City cancels the use of a room for any reason other than violations by the user, or if permit holder cancels at least 2-weeks in advance of the reservation.

IV. **Exemptions from Charge.**

Anoka 501(c)3 or 501(c)6 organizations affiliated with or serving the City of Anoka are eligible for fee waiver upon request. An organization requesting to be exempt from charges, must present the request in writing to the Assistant City Manager and be approved at a meeting of the City Council prior to making the reservation.

Fee waiver requests must be renewed every 3-years and is only applicable for the Community Room and/or Kitchenette. Organizations approved for fee exemption will be tracked in the city's reservation software program.

- City Government meetings, voting & related activities
- Anoka Halloween

V. **General Rules.**

- A. The Permit Holder shall supervise the conduct of the members of their group.
- B. Only the reserved room (community room or kitchenette) is approved for use. Doors to the exterior may not be propped open due to air conditioning and/or heat loss.
- C. Access to the second floor meeting rooms or council chambers is not allowed.
- D. Storage of items in City Hall is not allowed without expressed written permission.
- E. Please leave the space in a clean and orderly condition. Each group will be responsible for seeing that the facility is in at least the same condition when leaving as entering. Pick up and properly dispose of any garbage generated during the meeting. Dust mops, brooms, etc., are available for use.
- F. Permit Holder assumes responsibility of setting up and taking down the tables and chairs used for the meeting. All tables and chairs must be replaced exactly as found and wiped down, if necessary.
- G. All organized activities shall conclude and exit the facility by 10:00 p.m.
- H. Permit Holder must comply with all city ordinances, Minnesota State Statutes, federal laws, and established rules that apply to authorized use of Anoka City Hall.
- I. The permit holder will be held responsible for locking the building securely and turning off all lights before leaving.
- J. The group, individual, or organization using Anoka City Hall must provide competent adult supervision for the entire time that participants are in the building or on the surrounding grounds.
- K. Amplified music or use a public address system/microphone during City Hall business hours is not allowed. Music must not be detectible from outside the building.
- L. The physical sale or transaction of goods or services is not allowed.

The group, individual, or organization using Anoka City Hall shall agree to compensate the City of Anoka for all damages to facilities, equipment, or other property owned by the City.

VI. **Room Capacity.**

To conform to Fire Code specifications, the Anoka City Hall must limit the capacity of the people in the meeting rooms as follows:

- Community Room – 127 (tables/chairs set up) or 257 (assembly style)
- Community Room Kitchenette – up to 10

VII. **Foods and Beverages.**

Food and non-alcoholic beverages may be brought in as pot luck style or by licensed caterer. Crockpots and chaffing dishes may be set up but no other kitchen amenities are currently available (i.e. stove, refrigerator, dishwasher, etc.).

Permit holder is responsible for securing any necessary license for the preparation and service of food as required by County and State regulations. The facility must be cleaned and returned to at least the same condition it was found before leaving the building, including the removal of excessive garbage. Dumpster is located outside of the lower north door.

Alcohol consumption is allowed only when the following conditions are met:

- Specified by renter at time of reservation
- Alcohol service is to be provided a licensed catering service (name/license of caterer provided prior to event)
- Confirmation that security has been contracted for hire through the Anoka Police Department for the duration of the event.

VIII. **Access to the Facility.**

No key is required for reservations that occur during City Hall hours of operation. For after-hours reservations, the permit holder must pick up the key fob from City Hall no later than 4:00 p.m. on the day of the reservation. Friday pick up for a weekend rental is allowed. Permit holder must pay the key deposit, sign the permit and sign out the key. A key # will be assigned and deposit retained by the City until the assigned key is returned.

Permit holder is responsible for unlocking/locking the front doors of City Hall. Upon completion of the reservation, the permit holder will re-lock the front door of City Hall; and will place the key in the utility drop box located at the south end of the upper City Hall parking lot. The main entrance doors automatically lock at 9:00pm.

IX. **Prohibited Users, Activity or Conduct.**

- For-profit businesses for the purpose of conducting revenue-generating activities.
- Non-residents.
- Religious groups for prayer meetings.
- Any and all fundraising events/activities (the presence of a free-will donation can does not constitute “fundraising”).
- Political meetings for the purpose of campaigning.
- Disorderly conduct.
- Gambling of any nature.
- Smoking.

Policy History

Initially Adopted: 05.03.2004

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