



**CITY OF BLAINE**

**FACILITY USE ADMINISTRATIVE POLICY**

**General**

City Hall facilities will be available for public meeting purposes, civic purposes, and non-profit organizations whose membership substantially includes Blaine residents or whose purpose is to provide services to Blaine residents.

Certain rooms will be reserved indefinitely for ongoing, regularly scheduled city business. The City Council, official City Boards and Commissions, or other organizations whose meetings are sponsored by the City shall have priority in the use of City Hall facilities. The City reserves the right to cancel any and all reservations without providing any other accommodations in the event the City Hall facilities are needed for municipal government purposes.

City Hall facilities shall not be used for commercial enterprise, religious organizations conducting activities, any profit-making endeavors, or any activity not consistent with the general business purpose of the building.

**Room Reservations**

Applications for room reservations, with the exception of the Mark Stack Training Room, will be processed by the City Hall Receptionist on a first come-first served basis. Reoccurring regular meetings or events cannot be scheduled out more than ninety (90) days. The Mark Stack Training Room is also the City's "Emergency Operations Center" and is reserved by the Police Department Receptionist (763-785-6168).

A room reservation application form may be obtained from the Information Desk at City Hall. Applications are also available on-line at <http://www.ci.blaine.mn.us/> Applications are reviewed and the meeting rooms are scheduled by the City Hall Receptionist.

City Hall business hours are 8:00 AM to 4:30 PM, Monday through Friday. During those hours, meeting rooms are for the purpose of conducting City-related business. Meeting rooms are available for public use Monday through Friday 4:30 PM to 10:00 PM and Saturday 8:00 AM to 10:00 PM. Blaine City Hall is closed on Sundays and holidays.

Users of the facility are required to complete their business and exit the building by 10:00 PM in order for the building to be secured.

**Custodial Fee for Room Set-Up**

To prevent damage to the room and furniture, custodial staff shall be responsible for set-up of the Cloverleaf room. The fee for this service is \$25, payable at the time the application is submitted.

The user shall agree to pay for all damages to city property or equipment or extraordinary cleaning costs over and above normal use. Items may not be attached to the walls or ceilings.

**City Hall Rooms Available***Aquatone Room, Room No. 1160*

Located on first floor, near Building Inspections, seating capacity of 6-8.

*Westwood Room, Room No. 1210*

Located on first floor, near Park and Recreation, seating capacity of 6-8.

*Radisson Trail Room, Room No. 2235*

Located on second floor, near Planning/Code Enforcement, seating capacity of 6-8.

*Sanctuary Room, Room No. 2300*

Located on second floor at the east end of the Atrium, seating capacity of 14.

*Laddie Lake Room, Room No. 2455*

Located on second floor, near Administration, seating capacity of 6-8.

*Cloverleaf Farm Room, Room No. 2440/2445*

Located on second floor, on the north side of the atrium, seating capacity of 72. This room may also be split into two meeting rooms, accommodating 36 on each side.

**Food**

Groups may provide their own coffee and light refreshments, provided that all remains be cleaned up and placed in the waste receptacles.

**General Rules**

- Use only space approved for use.
- The individual representing the organization using City Hall facilities, i.e., person signing the application shall be responsible for:
  - Properly disposing of all papers, coffee, cups, etc.
  - Shutting off lights and securing doors.
  - Reporting, repairing, or replacing any damage or loss incurred to City facilities.
- No alcoholic beverages may be brought into, served, or consumed on the premises.
- Noise and sound need to be controlled so as not to travel to other portions of the facility and disturb work areas or other meetings.
- The entire facility is smoke-free.
- Candles are prohibited.
- Gambling is prohibited.
- Users shall agree to absolve the City from all liability claims in event of an accident or injury while using the meeting rooms.
- Users shall comply with all city ordinances, state statutes, federal laws and the established rules, which apply to authorized use of the City Hall.
- The telephone in the room may be used for local calls. The user must dial the prefix 9 for an outside line. The phone is programmed so no long distance calls can be made.
- The vending machines are located on the east end of the Atrium, outside the Employee Lunch Room.
- Public rest rooms are located on the south side of the Atrium on the first floor and adjacent to the elevators on second floor.

- Users representative shall assume full responsibility for the conduct of the entire group while they are in the City Hall facility. Children must be under the direct supervision in the same room of an adult at all times and behave in such a way as not to cause damage to the building.
- User representative is responsible for return of the access card.
- The user shall agree to pay for all damages to city property or equipment over and above normal use.

**Building Access**

Approved users of the facility will be provided with card access to the building by the City Hall Receptionist. The card provided will allow access via the main entrance located on the west side of the building and the vestibule entrance located on the southwest corner of the building near the parking lot, and access to the room you have reserved. Once inside the building, access will be available to the common areas of the Atrium, including public restrooms and the vending area.

There is a \$10.00 late fee for failure to return the access card and key following the meeting. The access card may be returned to the receptionist during regular business hours or placed in the Night Drop Box located on the south side of the City Hall facility.

## **POLICE DEPARTMENT**

### **Priority of Users**

The Blaine Police Department reserves the right to cancel any and all reservations for the Mark Stack Training Room/Emergency Operation Center without notice and without providing any other accommodations. Notice of cancellation will be provided to the impacted person or organization with as much notice as possible.

City business will take priority for the use of the Mark Stack Training Room. Applications are also available on-line at <http://www.ci.blaine.mn.us/>

### **Mark Stack Training Room/Emergency Operation Center Reservations and Availability**

- A room reservation application form may be obtained from the Blaine Police Department Receptionist. Applications are reviewed and the room scheduled by the Police Department receptionist.
- Room reservations are approved on a first come-first served basis.
- The Blaine Police Department Receptionist, upon her receiving the properly completed application, will confirm room reservations.
- Reoccurring regular meetings or events cannot be scheduled out more than ninety (90) days.
- Police Department business hours are 8:00 AM to 4:30 PM, Monday through Friday except on holidays. Access Cards and keys may be picked up during the above times.
- The Mark Stack Training room is available:
  - Monday through Friday from 4:30 PM to 10:00 PM
  - Saturdays from 8:00 AM to 10:00 PM
  - Sundays and Holidays the room is not available

### **Custodial Fee for Room Set-Up**

To prevent damage to the room and furniture, custodial staff shall be responsible for any special set-up. The fee for this service is \$25, payable at the time the application is submitted.

The user shall agree to pay for all damages to city property or equipment or extraordinary cleaning costs over and above normal use. Items may not be attached to the walls or ceilings.

### **Food**

Groups may provide their own coffee and light refreshments, provided that all remains be cleaned up and placed in the waste receptacles.

### **Building Access**

The Police Receptionist will provide approved users of the facility with card access to the Mark Stack Training Room. The card provided will allow access via the main entrance located on the west side of the building and the vestibule entrance located on the southwest corner of the building near the parking lot, and access to the room you have reserved. Once inside the building, you will have access to the Atrium, including the public restrooms and the vending area.

There is a \$10.00 late fee for failure to return access card and key following the meeting. The access card may be returned to the Police Receptionist during regular business hours or placed in the Night Drop Box located on the south side of the City Hall facility.

*The City of Blaine is committed to the policy that all persons shall have access to its facilities without regard to race, color, religion, sex, national origin, age, marital or veterans' status, sexual orientation or disability.*