



## FACILITY USE POLICY

Oak Savannah and Woodland Meeting Room is a large banquet/meeting room that overlooks scenic Clitty Lake. The room can be divided in half for two smaller rooms. The Sherburne History Center is owned by Sherburne County and operated as the Sherburne History Center by the Sherburne County Historical Society.

1100 Square Feet  
Theater Style Seating 60+  
Table Seating: 50-60

Room measures 29' x 48' at the widest point (tapers in)

Can fit approximately (9) 5' round tables staggered

### AMENITIES AVAILABLE

Catering Kitchen	(9) 8-foot tables	Lectern
Projector Screen	(90) Chairs	Bunn Coffee Makers

### HOURS OF USE

The meeting room is available during regularly scheduled business hours: Tuesday - Friday 10:00am-5:00pm and Saturday 9:00am-4:00 pm. The facility is available for rent other hours depending on the availability of building supervision. The building must be vacated by 9:45 pm. Access to the building is limited to the time reserved.

### HOW TO RESERVE THE FACILITY

1. Obtain an Indoor Facility Use Application from the Sherburne History Center or online at [www.SherburneHistoryCenter.org](http://www.SherburneHistoryCenter.org).
2. Submit the **application, facility fee, and deposit** to the Sherburne History Center a minimum of fourteen (14) business days prior to your requested date of use. Also required to be submitted by resident and non-resident users is a **certificate of liability insurance issued by your insurance agent**. If the event is to be catered, the **caterer's certificate of insurance** must also be submitted at the time of application. Application and all corresponding fees and paperwork must be completed by the user. *The applicant's name must be the same as the name on the check or credit card used for billing and the certificate of insurance.*
3. Upon receipt of the items listed in #2 above, the Sherburne History Center will complete the following:
  - a. Send a confirmation by email, for use of the facility at the requested date & time
  - b. Arrange for required building supervision and custodial staff.
4. Reservations may be made up to six (6) months in advance.
5. An application will be denied if the meeting room has been previously reserved or if the requested use is for an activity contrary to Sherburne County and Sherburne History Center policy. The history center reserves the right to deny or cancel an application at any time. In these circumstances, the Sherburne History Center assumes NO responsibility for any disruption the cancellation may cause. The History Center will attempt to notify the applicant immediately if cancellation is necessary.
6. Applications may not be assigned, transferred or sub-let to anyone other than the person/organization making the application.

### GENERAL RULES

**Items prohibited within the History Center are listed here and a more detailed explanation is below.**

**Alcohol**  
**Alcohol or Drug paraphernalia**  
**Animals**  
**Live plants or plant matter**  
**Candles or open flame**  
**Paper or metallic confetti**

The user of the Meeting Rooms and surrounding grounds agree to follow these rules:

1. Supervise the conduct of the members of their group. Disorderly conduct of participants is prohibited.
2. Use only spaces approved for use.
3. Leave spaces used in a clean, orderly fashion, including replacing items removed. Trash shall be placed in designated containers. **Meeting room must be vacuumed if food was served.**
6. Comply with all Minnesota State Statutes, Federal laws and the established rules for use, which apply to authorized use of Sherburne County facilities.
7. Use of candles or any open flame is prohibited unless approved in writing.
8. The permit holder shall assume full responsibility for any unlawful act committed in the exercise of the permit.
9. All persons and any equipment associated with the rental must be out of the Meeting Room at the end of the rental time. No items are to be left overnight.
11. Violation of these rules may result in forfeiture of all deposit money, the termination of the event, and the loss of opportunity to use the facility in the future.
12. No food or drink is allowed inside the exhibit gallery or library.
13. Operation of the room divider is to be done only by SHC staff.

#### **INTERNET**

Public Wi-Fi is available. No password is necessary, but you must agree to the consent form presented at log-in.

#### **ALCOHOL**

Alcohol of any kind is not permitted in the building or on the building grounds.

#### **SMOKING**

The Sherburne History Center is a smoke-free building. There is no smoking on the Legacy Plaza nor on the Sherburne History Center trail system. Cigarette butts are to be disposed of in the outdoor receptacle provided at the building's front entrance. Clean up of cigarette butts is required to receive full refund of deposit.

#### **ANIMALS**

Animals are NOT allowed in the Sherburne History Center. The only exceptions are certified service animals.

#### **SUPERVISION**

The group, individual or organization using the Sherburne History Center must provide competent adult supervision for the entire time participants are in the building or on the surrounding grounds.

#### **LIABILITY AND INDEMNIFICATION**

The group, individual or organization using any or all of the facilities at the Sherburne History Center shall agree to compensate the Sherburne History Center or Sherburne County for all damages to facilities, equipment or other property owned by the Sherburne History Center or Sherburne County, to compensate an employee for damage to personal property by any persons(s) attending the event, and further assumes all liability for any personal injuries, including death caused by participants in the scheduled event. The reservation holder will be responsible for reimbursement of damages, including those in excess of the deposit. Reservation holder shall be wholly and solely liable and responsible for any and all acts of every kind and nature of any member, agent, employee or guest of permit holder. Reservation holder further agrees to indemnify the Sherburne History Center or Sherburne County and defend and hold it harmless from any and all damages, claims for damages and claims of each and every nature which might arise out of the use of the Premises during the term hereof occasioned by the act or acts

of any of permit holder's members, agents, employees or guests on the Premises. IN NO EVENT SHALL SHERBURNE COUNTY OR SHERBURNE HISTORY CENTER BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE OR OTHER CONSEQUENTIAL DAMAGES WHETHER OR NOT FORESEEABLE (INCLUDING, WITHOUT LIMITATION, DAMAGES FOR THE LOSS OF GOODWILL OR PROFITS) ARISING OUT OF OR IN RELATION TO THIS AGREEMENT EVEN IF ADVISED BEFOREHAND OF THE POSSIBILITY OF SUCH LIABILITY.

### **ROOM SET-UP AND DECORATION**

Room set-up will be done the day of the event by the applicant. Decorations may be put up by the user and must be removed upon completion of the event. Installation of decorations may not inconvenience any other group and must be done within the time reserved. Items may not be attached to the walls or ceiling. Paper/metallic confetti, rice or live plants are prohibited in the building.

### **USERS AND FEES**

Sherburne County organizations whose exempt purposes are set forth in the Internal Revenue Service code 501(c)(3) as charitable, religious, educational, scientific, literary, testing for public safety, fostering national or international amateur sports competition, and prevention of cruelty to children or animals.

Sherburne County Service Organizations are identified as Rotary, Kiwanis, Masons, Knights of Columbus, Jaycees, American Legion and Auxiliary, VFW and Auxiliary, Lions and Lioness, and the Eagles and Auxiliary.

Sherburne History Center and sponsored organizations, Sherburne County Departments and/or County Department sponsored organizations providing services to County government are eligible to use this building.

Other recognized Clubs and Organizations (i.e. quilting, genealogy, seniors' clubs, etc.) **that have a recognizable form of organizing document are also eligible to use this building.**

A Sherburne County organization is one with its primary physical location being within the County's boundaries. For entities without set physical location, an organization will be considered a Sherburne County organization if it certifies that at least 60% of its membership is comprised of Sherburne County residents (subject to potential confirmation).

Deposits are to be provided by money order, cashier's check or credit card.

### **REFUNDS**

Rental fees and other charges are refundable if the History Center cancels the use of the meeting room for any reason other than violations by the users. When the reservation holder requests cancellation more than fourteen (14) calendar days before the event, a full refund of the building supervision fee will be issued and a full refund of the rental fee will be issued. There is no refund of any fees if a reservation holder cancels less than fourteen (14) calendar days prior to the event. Deductions to the deposit shall occur as follows:

All items used must be cleaned and put away. All garbage must be bagged.

Rooms requiring cleaning will be charged at a rate of \$30/hr. with a 1 hour minimum and will be deducted from the deposit.

Broken, Damaged or Missing Items - Replacement cost plus 25%

Building and grounds must be free of any damage including but not limited to graffiti; gum on furniture and carpet; broken fixtures, outlets, windows, or doors; holes in walls. Outside area must be free of any debris. Any damage to be assessed on a case by case basis.

**FEE SCHEDULE**

**Sherburne History Center, Sherburne History Center sponsored organizations, Sherburne County Departments and/or County Department sponsored organizations.**

No charge. When County buildings or facilities are used during non-public hours when SHC staff are not regularly scheduled or available, county departments involved in the meetings are responsible for security of the facilities. A county employee must be present at such times.

**Sherburne County 501(c)(3) groups, and those qualifying for this status, Sherburne County service organizations specified above, schools, units of government, and other recognized Sherburne County Clubs and Organizations.**

Rent

	FLAT FEE
Public Hours	\$100.00
Non-Public Hours	\$200.00

\*Deposit \$100.00 Must be paid with reservation

\* Rent must be paid before meeting starts

**Non-Sherburne County 501(c)(3) groups, and those qualifying for this status, non-Sherburne County service organizations specified above, schools, units of government, and other recognized non-Sherburne County Clubs and Organizations.**

Rent

	FLAT FEE
Public Hours	\$200.00
Non-Public Hours	\$300.00

\*Deposit \$100.00 Must be paid with reservation

\* Rent must be paid before meeting starts

**Sherburne County Residents**

Rent

	FLAT FEE
Public Hours	\$100.00
Non-Public Hours	\$200.00

\*Deposit \$100.00 Must be paid with reservation

\* Rent must be paid before meeting starts

**Non-Sherburne County Residents**

Rent

	FLAT FEE
Public Hours	\$200.00
Non-Public Hours	\$300.00

\*Deposit \$100.00 Must be paid with reservation

\* Rent must be paid before meeting starts

**Resident Business/Corporation (For Profit)**

Rent

	FLAT FEE

Public Hours	\$200.00
Non-Public Hours	\$300.00

- \*Deposit \$100.00 Must be paid with reservation
- \* Rent must be paid before meeting starts

**Non-Resident Business/Corporation**

Rent

	FLAT FEE
Public Hours	\$300.00
Non-Public Hours	\$600.00

- \*Deposit \$100.00 Must be paid with reservation
- \* Rent must be paid before meeting starts