



City of Rice
 205 Main St E – PO Box 179
 Rice, MN 56367
 320 393-2280



Building Rental & Use Policy

General Information:

Lions Building

101 4th Ave NW
 Chairs & Tables Available
 Occupancy = 75 Max
 Refrigerator/Range/Microwave
 Concrete Floors
 Alcohol Permitted (Conditional)

*Classes I-IV Allowed

Old Village Hall

30 Main St E
 Chairs & Tables Available
 Occupancy = 300 Max
 Range
 Concrete Floors
 Alcohol Permitted (Conditional)
 Balloons Prohibited

*Classes I-IV Allowed

City Hall (Chambers, Training Room)

205 Main St E
 Chairs & Tables Available
 Occupancy (Chamber) = 75 Max
 Occupancy (Training) = 20 Max
 Carpeted Floors
 Projector & Screen Available

*Class I or by Council Approval

Rate Information:

Class I: No Charge

- City of Rice Government Functions—using the facility for Council, Board, or Committee purposes
 - (e.g. Council Meetings, Fire Department Training Sessions, Employee Meetings or Trainings, Elections or Open Houses)
- Any local tax supported government entity meeting (e.g. Public Health Nurse, Social Workers, MNDOT or DNR)

Class II: \$20.00 per day or \$30.00 per Quarter (1st=Jan – Mar, 2nd=April-June, 3rd=July – Sept, 4th=Oct-Dec)

- Any Rice Civic Organization Meeting (e.g. Lions, Knights of Columbus)
- Any Rice non-profit Community Group Meeting (e.g. Rice Women of Today, Rice Sportsman's)
- Recognized Rice school organizations and school related functions (SR Football Boosters)
- Local non-profit youth agencies serving the City of Rice- Meetings (e.g. Boy Scouts, 4H)
 - Any Class II group using the facility for the purpose of raising money for their organization, local charity or cause must pay \$20.00 PER EVENT + applicable deposit

Class III: \$65.00 per day and applicable Damage Deposit

- Any Rice commercial or business organization
- Any City of Rice Resident
 - Permissible uses include showers, company meetings or training sessions, graduation/anniversary or birthday celebrations
 - Any Class III individuals or groups using the facility for purposes of selling merchandise or property, auction or fundraising event where the proceeds are going to a local, charitable cause (e.g. Spaghetti Dinner/Silent Auction where proceeds go to a local Rice family)



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- NOT using the rental for purposes of selling merchandise or property for personal gain, including financial or reputational (e.g. garage sales, fundraising sales, rummage sales, sales presentation – in these instances see Class IV)

Class IV: \$90.00 per day and applicable damage deposit

- Any Township resident
- Any person, group, or organization (profit or non-profit) outside the city limits of the City of Rice
- Any person, commercial group or organization using the facility for the purposes of selling merchandise or property, including sales presentations, direct sales or sales promotions for personal or commercial gain, either financial and reputational.

Permissible Use & Procedures:

Reservations Required:

All buildings are rented as a first come-first serve basis. All person(s) or group(s) of all classes may reserve with the City Clerk during normal business office hours, with the exception of Class I groups such as City Council, Planning Commission, Economic Development, Fire Department and Langola Township, and General Elections, whose meeting dates have been pre-determined and regularly scheduled. However, additional or special meetings, training, workshops or other sessions not normal in nature or routine for these same Class I groups, must also reserve the facility of the choosing with the City Clerk to avoid duplicate reservations. Building Rentals are not considered confirmed until the Rental Application has been completed, along with payment, and remitted to the City Clerk.

Deposits Required:

Deposits will be required for all Class III and Class IV users, and in cases where Class II users are hosting special events inviting the outside public. Deposit amounts will be \$100.00. Events with expected attendance of 250+ will also be required to obtain a Large Gathering Permit in conjunction with the Building Rental Application.

Payments and Deposits:

Payment in full is required at the time the building reservation and Rental Application is remitted. While the rental payments are due at the time of reservation, Damage Deposits, if applicable, may be provided at the time of key pick-up and should be a separate check or cash. Unused deposits will be returned to the renter within ten business days concluding the event to allow ample time for inspection of the premises. Damages, key misuse or loss, or other violation(s) of this Building Use Policy will be charged against the Damage Deposit.

Payments or deposits returned due to insufficient funds will be charged a \$30.00 NSF fee.

Cancellations:

Cancellations of any building use must be made 72 hours in advance of the scheduled rental for full refund. Cancellations due to City Emergency or inclement weather may be rescheduled with no additional charges assessed upon the reschedule. The City of Rice reserves the right to cancel reservations for just cause and is not responsible for mechanical or electrical failures.



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Keys:

Keys may be picked up the week prior to the event provided that rental and/or deposit, is paid in full when applicable. Consideration will be given to those renting a facility on a Sunday or holiday, when it may be necessary to arrange an earlier pick up. Distribution of the key(s) may be at the discretion of the Clerk, based on the number of events reserved during the same time period and office hours scheduled. It may be necessary for the renter to arrange an alternative pick-up time for said key in high volume rental seasons. It is the responsibility of the renter to obtain the key and ensure proper payment(s) are received in full during normal business office hours and return the key by the time specified by the Clerk.

All keys will be checked out by the renter/user and must sign the clipboard. The renter/user will be responsible for said key until its return/checked back in by the Clerk. The key can be returned to City Hall following the event, or placed in the payment drop box located outside the front door if returned outside normal office hours.

Alcohol & Tobacco:

Depending on the facility, alcohol may be permitted. The user must disclose the intended alcohol use: whether they are providing the alcohol or if they will allow their guests to bring alcohol. In either event, the renter must provide the City of Rice a Certificate of Liquor Liability, with no less than \$1,000,000 in coverage, naming the City of Rice as an additional insured and this must be provided before the key will be released to the renter. Failure to disclose and/or provide this information may result in refusal to proceed with the rental, the return of the deposit (if applicable) and/or denial of future rental opportunities to the individual, business or organization.

While the use of tobacco products are prohibited within any of the rental facilities, the use of tobacco may be permitted OUTSIDE any of the facilities but users should be courteous for proper disposal of such products. The use of any illegal drugs is strictly prohibited at any of the premises.

Facility Care & Clean-Up:

At the time of key pick-up, the renter will be provided with a checklist of clean-up requirements to ensure the building is ready for the next user and/or minimize the care imposed on City Staff. This checklist is also posted at each of the facilities for regular, repeat users. All classes of users are expected to adhere to the clean-up and follow the checklist procedures. Problems, normal wear and tear from repeated use and/or damages should be reported to the City Clerk's office when the key is returned for immediate attention.

Failure to properly care for the facility and/or clean as instructed may result in a refusal to return the deposit (if applicable) and/or the denial of future rental opportunities to the individual, business or organization.

Overnight Parking:

Overnight parking at any of the facilities is not permitted unless prior approval has been provided by the City Clerk. This is to prevent any parking difficulties for any subsequent users of any of the buildings.



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Allowable Time of Operation:

All renters, including their guests, must have the building prepared, cleaned and locked by 1:00 a.m. of the next day regardless of the building being rented. NO EXCEPTIONS. It is recommended that an event have an end time of 12:00 a.m. midnight to allow for ample time for clean-up and proper restoration of the facility. Noise and parking ordinances still apply and will be enforced.

Failure to exit the facility by 1:00 a.m. without prior approval from the City, may result in a refusal to return the deposit (if applicable) and/or the denial of future rental opportunities to the individual, business or organization.

Rental Forms:

All users, at the time of picking up the designated key, will be required to sign and complete the “Liability Waiver Form” and the “Responsibility Form and Rental Agreement”. Refusal to sign either form may result in denial for the continued rental of the facility. The users are bound by these agreements. Repeat or regular users (e.g. Lions Club or Sportsman’s) must sign one form annually (January each year) unless either agreement is amended before the close of the year, at which time they shall sign a new updated agreement(s). A Board member or officer of each regular user/organization shall be responsible for the signatures of these agreements and shall bear the responsibility and liability of the agreement on behalf of the organization in which they represent.

Miscellaneous:

The City of Rice does not lend, borrow, or allow any individual, business or organization (profit or non-profit) to remove and use any of the chairs, tables or any equipment stored and/or used in any of the facilities to avoid loss, damage or abuse to said items. This measure also ensures that the renter of any facility has proper, well cared for tables and chairs, as part of their facility rental.

The City of Rice does not provide any microphones, projectors, extension cords, or any other equipment electrical or otherwise, to any user of any facility, with the exception of City hall, for which the users are limited to Class I.

This Building Rental Policy for the City of Rice will go into effect for all reservations made after the adoption.