

Effective January 2020

CITY OF BLAINE
FACILITY USE ADMINISTRATIVE POLICY – MARY ANN YOUNG CENTER

General

The Mary Ann Young Center will be available for public meetings , civic purposes, and non-profit organizations whose membership includes Blaine residents or whose purpose is to provide services to Blaine residents when the facility is not be being used for scheduled City programming or functions.

Certain rooms will be reserved for ongoing, regularly scheduled Mary Ann Young Center programming or other City sponsored programming. The City reserves the right to cancel any and all reservations without providing any other accommodations in the event the Mary Ann Young Center facilities are needed for municipal government purposes.

The Mary Ann Young Center 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. There can be no organized political action in the Mary Ann Young Center on behalf of any political party or candidate or office holder; however, speakers may be scheduled to speak on issues of interest.

Room Reservations

Applications for room reservations for the Mary Ann Young Center will be processed by City Staff (763-785-6164) or recreation@blainemn.gov. Meetings or events cannot be scheduled out more than ninety (90) days.

A room reservation application form may be obtained from the Mary Ann Young Center, on-line at blaineparks.com, or at Blaine Parks and Recreation office.

Meeting rooms are available for public use Monday through Friday 5:00 PM to 10:00 PM and Saturday and Sunday 9:00 AM to 10:00 PM. The Mary Ann Young Center is closed on holidays.

Rental Use Fee for Rooms

A room use fee and deposit as shown on the Room Rental Application is required in order to reserve a room at the Mary Ann Young Center. The fee is payable at the time the application is submitted.

Facility Use Policy

General Rules

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.

- Use only space approved for use.
- The individual representing the organization using the Mary Ann Young Center, 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 any damage or loss incurred to the 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 Mary Ann Young Center.
- Users representative shall assume full responsibility for the conduct of the entire group while they are in the Mary Ann Young Center. Children must be under the direct supervision in the same room of an adult at all times.
- 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 a code access to the building by City Staff. The code provided will only allow access to the building, assigned meeting rooms, and restrooms.

Use of Commercial Kitchen

The Public may use the commercial kitchen during times and dates not being used by the Mary Ann Young Center or other approved City functions. Rules for the use of the commercial kitchen are as follows:

1. Anoka County License –

- a. Any user of the kitchen must obtain the required license for food handling from Anoka County and present it to City Staff prior to being issued access to the kitchen

2. Pre-Rental Training –

- a. Kitchen users are required to attend a one-hour training with City Staff prior to using the kitchen. This should be set up at least one week prior to the rental date.
- b. If unable to schedule a training session, the user will be required to watch a training video and sign an affidavit that they understand and will abide by the instructions presented. This affidavit will need to be presented prior to getting access to the kitchen.

3. Catering –

- a. No Caterer's will be allowed to rent the kitchen, however an eligible user may use a Caterer.

4. Post-Rental Inspection

- a. Staff will conduct an inspection of the kitchen after each rental and if additional cleanup is necessary, staff will determine the amount of deposit that will need to be retained.

5. Commercial Rental Fee

- a. A separate fee will be charged for the commercial kitchen in addition to any other room rental fee. This fee is set annually by the City Council
- b. A refundable damage deposit of \$500 is required from any user of the commercial kitchen and must be paid at the time of application

6. Examples of Allowed Users of the Commercial Kitchen

- a. The following groups/events are examples of allowed users of the commercial kitchen(not an exhaustive list)
 - i. Housing Associations
 - ii. Community Fundraisers
 - iii. Birthday Parties
 - iv. Anniversaries
 - v. Hobby Clubs
 - vi. Educational Events

7. Examples of uses not permitted to rent the Commercial Kitchen

- a. The following groups/events are examples not permitted to rent the commercial kitchen(not an exhaustive list)
 - i. Weddings
 - ii. Campaign activities related to an election cycle
 - 1. Bonding Issues
 - 2. Campaigning for elective offices
 - 3. Fundraising for any election cycle activities
 - iii. Any group or event that is collecting money related to attendance of the event and the purpose of the collection of money is for profit.
 - iv. Any for profit business

8. Other Groups

- a. Any group or event that does not clearly fall into one of the above categories will be approved or denied at city staff's discretion.



City of Blaine

MARY ANN YOUNG CENTER

9150 Central Avenue NE, Blaine, MN 55434

763-786-9375 OR 763-785-6164

Blaineparks.com

ROOM RENTAL APPLICATION

Date Request Received _____ Rental Date _____

RENTER INFORMATION:

Contact Person _____ Phone Number _____

Address _____ City _____

State _____ Zip Code _____ Email _____

Blaine Resident Yes _____ No _____ Type of Event _____ # Attending _____

MEETING ROOM REQUESTED:

____ Oak Room (30ppl) ____ Maple A Room (30 ppl) ____ Maple B Room (30 ppl) ____ Maple A/B Room (60 ppl)

____ Tom Ryan A (100 ppl) ____ Tom Ryan B (100 ppl) ____ Tom Ryan A/B (200 ppl)

DAY OF THE WEEK REQUESTED:

____ Monday ____ Tuesday ____ Wednesday ____ Thursday ____ Friday ____ Saturday ____ Sunday

TIME OF DAY REQUESTED:

____ 9AM—2PM ____ 3—8PM ____ 9AM—10PM ____ 5PM—10PM (Monday-Friday only)

ROOM SET-UP REQUESTED:

____ Classroom w/tables ____ Square ____ U-Shape ____ Theater (chairs only) ____ Other

OAK, MAPLE A OR B

Half day rental 9AM—2PM OR 3—8PM \$50+ tax	Half day rental 9AM—2PM OR 3—8PM \$60 + tax
Full day rental 9AM—10PM \$100 + tax	Full day rental 9AM—10PM \$110 + tax
Monday—Friday 5PM—10PM \$50+ tax	Monday—Friday 5—10PM \$65 + tax
\$50 damage deposit	\$50 damage deposit

MAPLE A /B Combined

RESIDENT	NON-RESIDENT
Half day rental 9AM—2PM OR 3—8PM \$100 + tax	Half day rental 9AM—2PM OR 3—8PM \$120 + tax
Full day rental 9AM—10PM \$200 + tax	Full day rental 9AM—10PM \$225 + tax
Monday—Friday 5—10PM \$100 + tax	Monday—Friday 5—10PM \$125 + tax
\$100 damage deposit	\$100 damage deposit

TOM RYAN ROOM A OR B

RESIDENT	NON-RESIDENT
Half day rental 9AM—2PM OR 3—8PM + tax	Half day rental 9AM—2PM OR 3—8PM \$+ tax
Full day rental 9AM—10PM + tax	Full day rental 9AM—10PM + tax
Monday—Friday 5—10PM + tax	Monday—Friday 5—10PM + tax
\$100 damage deposit	\$100 damage deposit

TOM RYAN ROOM A /B Combined

RESIDENT	NON-RESIDENT
Half day rental 9AM—2PM OR 3—8PM + tax	Half day rental 9AM—2PM OR 3—8PM + tax
Full day rental 9AM—10PM + tax	Full day rental 9AM—10PM + tax
Monday—Friday 5—10PM + tax	Monday—Friday 5—10PM + tax
\$100 damage deposit	\$100 damage deposit

RESERVATION INSTRUCTIONS:

1. Reservations can only be made through the City of Blaine staff, in person, mail, email or by calling 763-785-6164. An application form is available from the Parks and Recreation office and the Mary Ann Young Center office.
2. Blaine resident fees apply to Blaine residents and businesses located within the City of Blaine. Non-resident fees apply to any individual, groups or businesses not located within the City of Blaine.
3. All reservations require full rental payment and damage deposit at the time of the reservation. Cash, check or credit card accepted.
4. Reservations for the current year can be scheduled starting on February 1 in the following priority:
 - A. Mary Ann Young Center programming
 - B. City of Blaine Parks and Recreation programming
 - C. City Residents
 - D. Non-Residents
5. At the time of your reservation, a permit will be provided to you in which you will need to have with you at your meeting, event or program.

RULES AND REGULATIONS:

The facility is reserved only for the dates and times indicated on the permit.

1. The City will not assume liability for loss or damage to property belonging to an individual, organization, or group.
2. Any individual, organization, or group reserving space shall be fully responsible for any damage to that space and any unlawful acts associated with the user's meeting, program or event. If there is damage, costs associated with the damage will be deducted from the damage deposit; additional charges may apply. The City reserves the right to cancel future reservations.
3. Area must be cleaned after use. Failure to clean up will result in loss of damage deposit.
4. Tobacco and alcohol are prohibited.. Failure to observe this rule will result in the forfeiture of the deposit.
5. The facility must be vacated at the time indicated on the permit.
6. Cancellations can be made up to two weeks prior to the reservation. A \$10 administration fee will be retained.
7. All persons attending any event at Mary Ann Young Center shall abide by the City of Blaine facilities rules and regulations. At their discretion, City of Blaine staff, authorized representatives or a Public Safety Officer may a) order the removal of any offender, and b) revoke the facility permit immediately and order all persons from the premises.

PAYMENT INFORMATION:

_____ Credit Card

_____ Check

_____ Cash

Name on Card _____

Card # _____

CVV # _____

Expiration Date: _____

Signature _____

APPLICANT'S RESPONSIBILITY: I have reviewed the rules, regulations and ordinances governing the use of this application and facilities. I understand these items, including cancellation procedures, liabilities and responsibilities assumed by me. I understand I am assuming full responsibility for the park facility I am requesting, even if I represent an organization. I understand this is only an application for use providing me with no assumed or implied rights for use until written approval is received.

Specifically and without limiting the generality of the foregoing, the undersigned hereby agrees to save, defend and hold harmless the City for any damages to City personnel, facilities, equipment of other City property, or to the property and/or person or any third party, resulting from the use herein applied for. The undersigned understands the City will not be liable for damage to property of any person participating in activities applied for herein, nor shall it be liable for death or injury of any such person occurring in result from use of the facilities as applied for herein.

In accordance with the Minnesota Government Data Practices Act, the City of Blaine hereby informs you that some or all information you are asked to provide is classified as private. Private data is available to you and to the City staff who require it in the performance of their duties, but not to the public. The remainder of the information, including telephone numbers, is classified as public, and is available to the public. This information will be used to process your application request or permit. You may choose to withhold this information, however if you do, the City of Blaine may not be able to process your application request or permit.

Signature of Applicant/Contact Person

Date

OFFICE USE ONLY:

Date _____ Received by _____ Total Due _____