



4.11 Community Room at Boatworks Commons

Purpose

The Community Room at Boat Works Commons is owned and operated by the City of White Bear Lake. The intent of the room is to provide a public space that commemorates the history of boat building in the White Bear Lake area over the past 150 years. The Community Room is designed to accommodate gatherings, meetings and events hosted by White Bear Lake-based civic groups, non-profit organizations, community clubs, and private social events held by residents or businesses located in the City or for other purposes authorized by the City of White Bear Lake.

Policy

Use of Community Room: As the City offers a variety of other meeting space alternatives, the Community Room is intended to provide a space to host special events, as opposed to standing, sequential meetings of community groups, organizations and clubs. The Community Room may be reserved for private social events, such as weddings, graduations or birthday celebrations held by residents or businesses located in the City White Bear Lake. The Community Room is not intended and shall not be used to conduct commercial enterprise or activities.

The City reserves the right to exclude certain dates and holidays from permitted events to ensure the Community Room is available for the general public to enjoy. The City may also use its discretion to limit the number of concurrent events permitted due to the reliance on a shared parking facility to accommodate the increased intensity of use.

Classification and Priority of Users: City staff will judiciously schedule the facility based upon the following criteria.

1. Any meeting or event directly sponsored by the City of White Bear Lake.
2. Any meeting or event sponsored by the Community Services Department of School District No. 624 approved by the City of White Bear Lake.
3. Meetings or events conducted by White Bear Lake-based civic and non-profit organizations.
4. Meetings or events conducted by White Bear Lake-based clubs or organizations.
5. Private social events held by residents and businesses located in the City of White Bear Lake.

Application of Use:

1. All groups not coordinated, supervised, or otherwise conducted by the City shall complete the “Application and Permit for Use of the Community Room at Boat Works Commons”.
2. The City staff will review all applications for approval. The applicant will receive confirmation approving his/her applications.

3. Room Reservations may be made up to 24 months in advance by the City of White Bear Lake; and up to 12 months in advance for White Bear Lake-based-civic groups, non-profit organizations, community clubs, and up to 6 months for residents or businesses located in the City.
4. The following steps are to be taken by the applicant to reserve the Community Room:
 - a. Contact staff at the Sports Center at (651) 429-8571 to check the availability of a particular date and receive a rental packet. (If the desired date is open and within the allowable reservation timeframe, it will be tentatively held for 5 business days.)
 - b. By the end of 5 business days, individuals making the request must return the completed permit form with required reservation fee or notify the Sports Center to cancel the tentative reservation.

Permit for Use: A permit will be denied if the Community Room has been previously reserved or if the requested use is for an activity contrary to this Policy or City ordinance. The City reserves the right to deny or cancel a permit if the regulations are violated. Permits may not be assigned, transferred, or sub-let to anyone other than the person/organization making the application.

Available Dates/Hours for events not sponsored by the City:

1. May 1st – Labor Day: Monday - Sunday 8:00 am – 2:00 pm
2. Labor Day – April 30th: Monday - Sunday 8:00 am – 10:00 pm
3. The Community Room is closed for private events on City holidays.
4. The Community Room is available at 8:00 am and will close no later than 10:00 pm for any function.
5. Private parties will be allocated a maximum of six hours.
6. A maximum one event per day on weekdays, and a maximum of one event per weekend (Friday – Sunday) will be held.

Restrictions on Use:

1. A maximum capacity of 75 attendees.
2. The Community Room reservation includes the use of the community room, and adjoining kitchen and restrooms. Guests may also enjoy non-exclusive use of the adjacent porch and patio. Please note the general public has a right to enjoy these shared outdoor spaces during scheduled events and functions.
3. The applicant must agree to follow these rules:
 - a. Supervise the conduct of the members/guests of their event;
 - b. Use only the spaces approved for use;
 - c. Do not remove or disrupt any displays;
 - d. Leave the spaces used in a clean and orderly fashion;
 - e. Ensure functions conclude at the closing time stated on the permit;
 - f. Assume full responsibility for its group's conduct and for any loss, breakage, or damage to the room, equipment, displays, and/or furnishings.
 - g. Comply with all City ordinances, Minnesota State Statutes, Federal laws, and the established rules for use, which apply to the authorized users of the Community Room.
4. The applicant is solely responsible for any and all damage incurred while utilizing the

Community Room.

5. No live bands or excessive noise from stereo or AV equipment is permitted. If noise complaints are received, the City and/or building management reserves the right to terminate the event immediately. No refunds will be given in this type of instance.
6. Nothing may be taped, tacked, stapled, or nailed to the walls, ceiling or floor.
7. The Boat Works Commons property is a smoke-free environment. Smoking is prohibited in the Community Room and discouraged on the adjacent porch, patio and public plaza.
8. Fees and Policies may be waived at the discretion of the City Manager.
9. Agree to Use a White Bear Lake-based business for any outside catering contracted for all food service.

Alcoholic Beverages:

1. No compensation may be exchanged for alcoholic beverages. This includes donations, advance ticket sales and tips. Exception to this would be a caterer who has a liquor license or a private party who has obtained a permit through the City. A copy of the license or permit must be submitted with Community Room Agreement.
2. No alcoholic beverages may be served after 10:00 p.m.
3. All parties consuming liquor pursuant to the authority established by the Municipal Code, Article X, §1001 and §1002 “Alcoholic Beverages” shall be required to conform to all City and State liquor laws.
4. Persons dispensing liquor must be of legal drinking age (at least 21 years of age).
5. Proof of insurance must be provided if serving alcohol, prior to date of use.
6. The City of White Bear Lake reserves the right to require security for events held in the Community Room when alcoholic beverages are on site. The renting party is responsible for payment to the city for all security fees.

Room Setup and Decoration:

1. A renter is to call the White Bear Lake Sports Center staff 30 days prior to the event to make an appointment to finalize room set-up, caterer arrival times, and any special requests. All additional items brought into the Community Room must be approved by city staff.
2. Decorating of the Community Room is prohibited with the exception of linens and table centerpieces.
3. Room set-up will be done for private parties by city staff based on the agreed floor plan unless other arrangements have been made.
4. Confetti may not be used in the building nor may items be taped on the walls. Candles must be battery operated. Fog machines are not permitted in the Community Room. Violation will result in loss of damage deposit.

Event Attendant: At the time a person or group reserves the Community Room, staff will assess whether or not an event attendant is required. Typically, community groups renting for fund-raising purposes will not require an event attendant. Event attendants will monitor the event beginning no less than one (1) hour after alcohol is served to guests or until the guests have departed.

Liability: The City of White Bear Lake and Boatworks Commons, LLC are not responsible or

liable for any injury, loss, theft or damage to persons, property, or personal property in connection with the use of the Community Room.

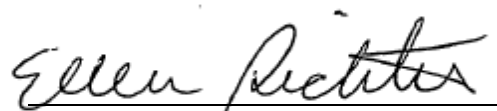
Refunds and Cancellation: Rental fees and other charges are completely refundable if the City cancels the use of the Community Room for any reason other than violations by the user. When the permit holder requests cancellation, the following policies will be used:

The entire down payment will be refunded if the facility is re-rented by an event of equal or greater value.

In the event of cancellation by the permit holder, the City reserves the right to schedule non-revenue producing activities. For example, a White Bear Lake Area Food Shelf meeting could be scheduled during the cancellation rental period. The original renting party would therefore not receive a refund because an alternate user of equal or greater value was not found. Alternate user is determined on a first-come, first-served basis.

History

Approved by the City Council on December 12, 2017 by Resolution No. 12140.


Ellen Richter, City Manager