



Vollmer Room Application

City of Winsted
201 1st St. N.
Box 126
Winsted, MN 55395
Phone: (320) 485-2366

Application Date: _____

Date Requested: _____

Time Requested: _____

Activity: _____

Applicant: _____

Point of Contact: _____
(Must be on-site during meeting/activity)

Address: _____

City, State, Zip: _____

Phone #: _____ Other #: _____

Room Conditions: The City of Winsted will not prepare rented rooms for events. It's the responsibility of the applicant to prepare the room and to place tables and chairs back to the locations that they were found in. If tables and chairs or any other general condition of the room is not addressed, the damage/maintenance deposit will not be refunded.

Consumption or Possession of alcohol, or any other rule violation, will result in the forfeiture of the entire damage deposit.

A walk-through with city staff is required prior to and after the event to determine any damages to the room.

General Rules:

The following are prohibited activities for all individuals using community room space; those who participate in these activities may be asked to leave the facility and may have future use privileges removed.

- 1) The use of offensive language or providing offensive material.
- 2) Possession of firearms.
- 3) Fighting or other physical abuse.
- 4) Possession or use of illegal drugs.
- 5) Smoking or use of smokeless tobacco.
- 6) Sale, consumption, or possession of alcoholic beverages in the facility or on the grounds is strictly prohibited.**
- 7) Noise that reaches a level that unusually disturbs others or behavior that incites or promotes violence that may cause a public safety issue.
- 8) Destruction of property or negligence in the use of the equipment or the facility.
- 9) Users of the facility must obey all city, state and federal laws.
- 10) Nothing may be attached (taped, pinned, nailed, etc...) or placed on walls, doors or glass within facility.**
- 11) Do not drag tables and chairs as they will damage the floor.
- 12) No red beverages (kool-aid, punch, etc...) are allowed in the facility.
- 13) Tables and chairs may not be removed from the room.

This is not meant to be an exclusive list; the City of Winsted reserves the right to remove any individual or party from the facility.

I understand and agree to the conditions and process set forth in the community room use application. I have been provided a copy of the community room use policy for the City of Winsted. I further understand that failure to adhere to all use policies for the room may lead to the loss of my entire damage deposit and requirement to leave the facility immediately without deposit or fee. I further acknowledge that I am liable for all charges and damages from the City of Winsted that go above and beyond my damage deposit.

Applicant

Date

HOLD HARMLESS AGREEMENT/INDEMNITY AGREEMENT

I understand that my use of City of Winsted facilities is voluntary and that I am using it for my benefit only. I agree that my use of these facilities is undertaken at my own risk and that the City of Winsted will not be liable for any claims, injuries, or damages of whatever nature incurred by me or members of my organization due to the negligence of member of my organization, or the negligence of third parties. On behalf of myself and the organization that I represent, I expressly forever release and discharge the City, its agents or employees, from such claims, injuries, or damages. I also agree to defend, indemnify and hold harmless the City from any claims, injuries, or damages of whatever nature arising out of or connected with my use of City facilities. I also agree to reimburse the City for any damage, breakage, maintenance, or cleanup costs arising out of my use of said facilities. As used herein, the term "I" refers to the undersigned person acting individually and acting on behalf of the organization mentioned hereinabove, as said organization's authorized representative. The undersigned certifies that the undersigned is authorized by the organization to bind said organization to the terms and conditions of this agreement.

Applicant

Date

OFFICE USE ONLY

Refundable Damage/Maintenance Deposit Resident (\$75):_____

Refundable Damage/Maintenance Deposit Non-Resident (\$300):_____

CREDIT CARD ONLY

MN Driver's License Number:_____ (must provide copy)

Room Charge:_____

Rental Fees:

You must be at least twenty-one (21) years of age to make an application for room rental.

Resident – A person making application for room rental that is a citizen, business owner, or property owner in the City of Winsted.

Residents:

\$30 per hour or \$150 per day

Non-Residents:

\$70 per hour or \$350 per day



Vollmer Room Use Policy

Purpose:

The purpose of the community room space in Winsted City Hall is to provide a clean and family friendly environment to hold community events, gatherings and meetings.

Use:

The room shall be generally available for use by the area civic, charitable or non-profit organizations and for public and private meetings. It may be used, subject to availability for private parties. It shall not be used for private or religious ceremonies or for private profit making activities or any other activity not consistent with the general purpose of the building or these policies.

In order to preserve the security, technical equipment and furnishings, the City Council Chambers and all other meeting room/office spaces within the City Hall building are not available for rent.

The City of Winsted reserves the right to deny an application for rental for uses that may subject the space to abnormal wear and tear.

Availability:

The City of Winsted has priority use of the Vollmer Rooms. The City of Winsted will notify an individual within twenty-four (24) hours, should their reservation need to be cancelled. All other space options will be exhausted prior to the city notifying an individual of a cancelled reservation.

Reservations must be cancelled by an individual by the Thursday prior to the weekend event.

The room is available to the general public on Friday after 5 p.m., Saturday and Sunday. On Saturday and Sunday no events will be scheduled prior to 8:00 a.m. and all events must be completed by 11:00 p.m. The facility will not be available to rent on holidays recognized by the federal government.

The following groups have similar general goals as of the city and may have access to the Vollmer Rooms when available and without charge: Winsted Chamber of Commerce, Winsted Summer Festival Committee, Winsted Lake and Watershed Association, Winsted Senior Dining and the Winsted Public Library.

Damage Deposit:

Individuals/Organizations must list a contact person for the community room, who will be on-site during its use; applications must include a copy of a valid MN Drivers License and phone number.

A refundable (\$75 residents / \$300 non-residents) key/damage/maintenance deposit is required each time the community room is rented. Damages or theft relating to the facility and equipment within the room will be the responsibility of the renter and they will be liable for all replacement costs. Damage deposits will only be accepted via a major credit card.

Individuals/Organizations are responsible for leaving the room in the same condition as they found it. Tables and chairs must be positioned and set as they were found, failure to do so will result in the forfeiture of the entire deposit. Users of the room will be required to do a facility walk-through before and after the event. All damages caused during the event or as a result of the rental will be the responsibility of the applicant.

The City of Winsted does not assume liability for injury to participants or others during the use of the facility. All renters must agree to indemnify and hold harmless the City of Winsted against all losses or liability.

Rental Fee:

You must be at least twenty-one (21) years of age to make an application for room rental.

Resident – A person making application for room rental that is a citizen, business owner, or property owner in the City of Winsted.

Residents:

Vollmer Room - \$30 per hour or \$150 per day

Non-Residents:

Vollmer Room - \$70 per hour or \$350 per day

Security:

The Winsted Police Department may periodically check your event for compliance with facility rules. The applicant is responsible for all invited and uninvited guests at the event. The applicant is financially liable for any and all damages during their reservation times.

General Rules:

The following are prohibited activities for all individuals using community room space; those who participate in these activities may be asked to leave the facility and may have future use privileges removed.

- 1) The use of offensive language or providing offensive material.
- 2) Possession of firearms.
- 3) Fighting or other physical abuse.
- 4) Possession or use of illegal drugs.
- 5) Smoking or use of smokeless tobacco.
- 6) Sale, consumption, or possession of alcoholic beverages in the facility or on grounds is strictly prohibited.

- 7) Noise that reaches a level that unusually disturbs others or behavior that incites or promotes violence that may cause a public safety issue.
- 8) Destruction of property or negligence in the use of the equipment or the facility.
- 9) Users of the facility must obey all city, state and federal laws.

Other Rules:

- 1) Nothing may be attached (taped, pinned, nailed, etc...) or placed on walls, doors or glass within facility.
- 2) Do not drag tables and chairs as they will damage the floor.
- 3) No red beverages (kool-aid, punch, etc...) are allowed in the facility.
- 4) Tables and chairs may not be removed from the room.

This is not meant to be an exclusive list; the City of Winsted reserves the right to remove any individual or party from the facility. Failure to follow any of the rules listed above could result in a complete loss of the damage deposit. In addition, the renter will be responsible for damages or replacement costs over and above the damage deposit. Violation of any of the above rules, including the possession or consumption of alcohol on the premises by the applicant or a guest of the applicant will result in the forfeiture of the applicant's entire security deposit.

Kitchen Facilities:

Kitchen facilities in the community room are intended solely for "catered" or "pre-made" meals. The kitchen is not licensed or equipped to prepare or cook food and therefore cooking or preparing food is strictly prohibited. Food served in the facility shall comply with standards and regulations set forth by the Minnesota Department of Health.

The dishwasher and all plates, utensils and glasses stored in the kitchen are not available for rent or allowed to be used.

Violations:

The City of Winsted reserves the right to refuse use of the facility to any individual or organization who has previously violated any terms of this policy.