



## RENTAL INFORMATION

Services and equipment included in SCC room rental fees include: once-daily cleaning of corridors & function rooms, maintenance of restrooms and public trash cans, a predetermined room set-up that includes all tables and chairs (limited to SCC's inventory), high-speed wireless internet access to SCC's sound system to provide audio services for owned or rented microphone or other audio equipment, labor to perform the services described above and an on-site representative during user's event, available to ensure all contracted services are carried out. All rentals are a minimum of 2 hours.

### FACILITY CAPACITY

Occupancy will not be permitted inside the facility which is in excess of the established capacity. This also applies to the specific maximum capacities within different spaces throughout the facility. Maximum occupancy plaques can be found near the entrance door in each space. Those numbers can also be found in the facility information in the **Spaces & Amenities** section.

### FLOOR PLANS / EXHIBIT LAYOUTS

Events and exhibit layout plan not produced by SCC must be submitted to SCC Staff for review and approval no later than twenty-one (21) days prior to the event. Floor plans must provide adequate aisle space and must not prevent access to fire exits, fire extinguisher cabinets, or fire alarm pull stations. Displays shall not obstruct the passageway to the main entrance.

### ALTERATIONS

Space in the center is provided to the User "as is". Only those changes, alterations and decorations previously approved by SCC Management are permitted. Restoration to original condition will be made at the User's expense.

### AUDIO / VISUAL

Meetings are equipped with state-of-the-art sound and video systems. Users are encouraged to bring their own computer and cables for presentations. SCC has some equipment available at the front desk. It is highly encouraged to test your equipment out a few days before your event.

### BANNERS AND SIGNAGE

For the safety and convenience of all guests, permanent signage (e.g., directional graphics and signs illustrating the path to emergency exits, restrooms, concessions, event space, and the location of the gym and multipurpose space) is found throughout the facility. This signage may not be visibly blocked at any time. To maintain a consistent appearance for all SCC events, decorations, banners, and signage may not be attached to the facility without prior approval. With prior approval, these items may only be attached/affixed in locations and by methods that have also been approved by the SCC Management. Nails, Staples, tacks, and screws of any kind will not be permitted to hang signs or banners. All materials shall be flameproof. Additional restrictions may apply to outdoor displays.

All requests to hang signs and banners must be submitted in writing for approval to your Event Manager twenty-one (21) days prior to move-in. Approved signs and banners must be installed by SCC staff. Banners to

be displayed must be delivered to your SCC Management no later than 72 hours prior to event move-in. Minimum labor costs will apply to the hanging and removing all signs and banners.

## CHANGEOVERS

Meeting Rooms come with one complimentary set-up per day. Additional set-ups or changeovers within the same day are billed at prevailing labor rates.

## CLEANING / HOUSEKEEPING

- User is responsible for the timely removal of all crates and pallets by the end of the contract period.
- User is responsible for returning any function or meeting space to a “broom clean” condition at the conclusion of their event.
- During move-in and move-out, the User is responsible for the removal of trash in the function and Meeting Rooms with the exception of public receptacles. Bulk trash is to be removed by User as well, with additional fees applied to the invoice if bulk trash is not properly disposed of. Bulk trash is defined as boxes, crates, lumber, pallets, packing materials, and other items not easily removed by a standard push broom or vacuum.
- All tape and residue must be removed from the floor during move-out. All static cling decorations must be removed from the windows. A housekeeping fee will be applied if halls are not left “broom clean” at the conclusion of your event.

## CONFETTI/ GLITTER/ RICE/FLOWER PETALS

The use, display or distribution of confetti, glitter, rice or flower petals is prohibited within the SCC as well as on the grounds. User will be billed a labor fee for cleanup resulting from non-adherence to this policy.

## DANCE FLOOR

The SCC reserves the right to limit the size and placement of the dance floor. The User must rent the dance floor from an event rental service provider.

## DELIVERIES AND SHIPPING

The SCC will accept and store advance deliveries of freight for events within 24 hours of event so long as the total weight does not exceed 100 lbs. and no single package exceeds 50lbs. All other advance deliveries requested by User must be scheduled and approved and may be subject to additional charges for labor and storage.

## EVENT STAFF

Additional Event Staff may be assigned to ensure the cleanliness, safety, and operation of the building for your event. Event staff are an additional \$25/hour per staff.

## EQUIPMENT RENTAL

Tables and chairs located in rooms are for those spaces only and cannot be used in the gymnasium. Any groups using the gymnasiums for their parties and events, must rent all tables, chairs, dance floors, convention items from an event rental service provider.

## INSURANCE

A certificate of insurance may be required of businesses or organizations for any events over 100 users 30 days prior to the start of the event. The certificate must include:

- Sartell Community Center and the City of Sartell be named additional insured
- Liability limits of \$1,000,000/2,000,000 per incident/aggregate minimum coverage.

## LOST AND FOUND

All lost and found articles should be turned in to the SCC's Administrative Office. During times when the office is closed, found articles should be turned into a building attendant. Every effort will be made to identify the owner and return all lost articles. At the SCC's discretion, lost and found articles whose ownership cannot be determined are logged and stored for a 30-day period. SCC Management will dispose of articles left beyond 30 days.

## PARKING

Parking is available in the parking lot located in front of the SCC. These spaces are shared with the other tenants in the Sartell Community Center and are available on a first-come basis. Additional parking may be available in one of the nearby city streets.

## PETS

No animals or pets are permitted in the facility except as approved by SCC Management. Service dogs are exempt and will be allowed. Pets that are approved to be within the facility must be on a leash, within a pen, or under similar control at all times. The owner will be fully responsible for his or her pet at all times.

## REMOVAL OF USER PROPERTY

User shall remove all property, goods, installations, and effects belonging to the User or brought by User to the facility. If such property is not removed prior to the end of the contracted period, the SCC may remove and store it or cause it to be stored. User shall reimburse all expenses incurred. The SCC shall not be responsible for the safekeeping of said materials.

## RESIDUAL MATTERS

All matters, rules, regulations or deviations therefrom, not expressly provided for herein, shall be decided upon by SCC Management.

## SECURITY

SCC evaluates each event for potential security risk. Events with large numbers of people and those events where alcohol is being served may require security added at the User's expense or \$75/hour as a condition of the SCC rental agreement.

## SMOKING POLICY (INCLUDING E-CIGARETTES)

In compliance with Minnesota State Laws smoking is strictly prohibited indoors at SCC. Under the Minnesota Clean Indoor Act, e-cigarette use is subject to the same prohibitions and restrictions as smoking in facilities owned or operated by the State of Minnesota, as well as Minnesota cities, counties and townships. In other words, all forms of smoking are strictly prohibited within the SCC facility and property. See Resolution 108-2016 .

## SUB-CONTRACTORS

Users are responsible for the safety, conduct, and performance of Sub-Contractors. User is responsible for any damage caused by a Contractor and/or Sub-Contractor User has engaged to perform a service or provide goods during their event.