

# POLICY REGULATING THE USE OF THE CITY OF HUGO PUBLIC FACILITIES

Effective and Approved May 2, 2011

Updated July 18, 2022

## GENERAL

The City has public facilities (City Hall Oneka Room, Rice Lake Centre, Hanifl Shelter Gathering Room, Peder Pedersen Pavilion) which are intended to serve the public where possible by providing a facility conducive to the conduct of public business. Since public funds made these facilities possible, the public is encouraged to use them. The following policy is designed to promote orderly and appropriate use of these public facilities. Failure to conform to this policy for use of the facility shall be cause for forfeiture of future use privileges.

## WHO MAY USE THE PUBLIC BUILDINGS

The public facilities shall be generally available for use by area civic, charitable or non-profit organizations and for public and private meetings. They may also be used, subject to availability, for other private events. They shall not be used for private profit-making activities or any other activity not consistent with the general purpose of the building or these policies. Routine use (weekly or bi-weekly) or use by political groups shall occur only with specific approval of the City's rental coordinator.

## AVAILABILITY AND PRIORITY

Reservations may be booked up to a year in advance. Approved reservation times and dates shall be adhered to. There shall be no subletting or assignment of reservations except by a City designee.

Priority of Use:

- 1) Hugo City Council or Commission meetings and city sponsored programs
- 2) City approved groups serving youth or seniors having regularly scheduled meetings

Example: Hugo Senior Club, Scouts

- 3) Other City approved groups having regularly scheduled meetings

Example: Homeowners Associations, Hugo Business Association

- 4) Other non-profit organizations having public events
- 5) Hugo residents having private events
- 6) Non-Hugo residents having private events

The City reserves the right to cancel any reserved meeting or event, without any cost to the City, if it becomes necessary to schedule a government associated meeting or event.

## APPLICATION

To reserve a public facility, a rental application and all fees and deposits must be paid. The person signing the application is deemed to be the representative of the group or organization using the public facility and shall be responsible for compliance with all City policies. The applicant must be 18 years of age or older. The City's rental coordinator shall approve or decline the application in a timely manner.

An organization or non-profit group using the facilities regularly during the year may submit an application and deposit annually. A request for regularly scheduled events will be reviewed by the City's rental coordinator in light of these guidelines and the availability of the facilities. Non-profits who wish to have regularly occurring meetings must serve Hugo residents and proof of residency of participants may be required. Non-profits that do not specifically serve Hugo residents are allowed up to 4 rentals per calendar year. Non-profits may not serve alcohol. The rental fee may be waived for city approved groups such as 501(c)3 non-profit organizations, community volunteer service organizations, or other applicants who have performed a commensurate service to the City.

The City reserves the right to not allow rentals for a group or organization that have previously failed to clean up the room , failed to return keys, or has repeated cancellations.

## FEES, DEPOSITS, and CANCELLATIONS

Fees and deposits shall be paid at the time of submitting a rental application according to the fee schedule as established by the Council. If alcohol is being served, an increased damage deposit is required.

The damage deposit shall be refunded after the event provided no damage is done, all areas used are left in a clean acceptable condition, and that all keys are returned. The applicant is responsible for any damage or cleaning expense that exceeds the deposit.

The rental fee shall not be refunded if the applicant cancels within 2 weeks of the date of the rental. If a reservation is made but the facility is not used, the City will charge the full rental fee regardless of non-profit status. Refunds may be granted, at the discretion of the City's rental coordinator, for severe weather conditions.

## ACCESS TO THE FACILITY

The applicant shall pick up a key at Hugo City Hall by 2:00 pm on the day of the rental or the business day prior for a weekend rental. All rental keys must be returned to Hugo City Hall by the business day after the reservation.

## SPECIAL EVENT PERMIT

In addition to submitting a rental application and the fees, an applicant may be required to apply for a Special Event Permit subject to City Council approval. <https://www.ci.hugo.mn.us/miscpermits>  
Amplified sound/music that can be heard outside the building, anticipated attendance of over 200 people, or impacts on traffic or parking would necessitate a special event permit.

# USE REGULATIONS

## SUPERVISION

The rental agreement signee is liable for all conduct of the rental group. This includes any damage, loss or breakage. All children present must have adult supervision. Please note that there are security cameras in use at some facilities.

## FOOD AND BEVERAGES

Food and beverages are allowed. The rental spaces include food catering facilities only, not preparation centers. The applicant is responsible for furnishing all serving needs (plates, silverware, utensils, serving dishes, etc.) All food, beverages, serving materials, and other items must be removed at the end of the rental period.

## SMOKING

Smoking is prohibited in all Hugo public buildings.

## ALCOHOL

Use of alcohol in the public facilities will be the responsibility of the applicant. The use of alcohol will abide by all federal, state and local laws regarding the consumption, display and use of alcoholic beverages. No alcohol shall be provided to minors. No alcohol shall be consumed or taken outside the building. Alcohol may only be allowed if payment of the alcohol deposit fee and certificate of insurance is submitted with the rental agreement.

The sale of alcoholic beverages is prohibited, unless a Temporary Liquor License has been granted or it is provided by a licensed caterer. Caterers providing liquor service must have and provide proof of a liquor license and provide a copy of liquor liability insurance.

If alcohol is served or sold, a valid copy of liquor liability (dram shop) insurance is required with the minimum amount of \$1,000,000 per occurrence. The City of Hugo shall be named as an additional insured. The person who signs the rental agreement must be the policy holder of the certificate of insurance and must be present during the rental.

## GAMBLING

No gambling of any kind shall be allowed except with appropriate state and city permits.

## PARKING

Parking is available at all facilities. There may be other rental groups, events, or park users nearby. Be prepared to share parking with others, especially at Hanifl Fields Athletic Park and Lions Volunteer Park.

## ANIMALS

No animals, except for service animals, are allowed in public facilities.

## EXTERIOR USE

No tents, inflatables, volleyball nets, signs, or other staked items are allowed on the exterior of the public facility without permission. Amplified sound or music is not allowed outside the building without a Special Event Permit. Music and sound inside the building shall not be loud enough to be heard outside the building.

## CLEAN UP REGULATIONS

No rice, loose glitter, or confetti shall be allowed on premises.

Standalone decorations are allowed. Painters tape is the only adhesive allowed on walls, tables, or other surfaces. Tacks, nails or adhesives that leave a mark are not allowed. Leftover pieces of tape or other marks on surfaces will result in forfeiture of the damage deposit.

At the end of the use of the facility, it must be cleaned and returned to its original condition. This includes:

- Remove all people and personal effects
- Pick up and remove all trash and place bags in designated area
- Wipe off tables, chairs, counters and remove food spills
- Return tables and chairs to an orderly arrangement
- Lock doors
- Turn off all lights

Setup, take down, and all cleanup must be done within the rental period. Access is not available outside rental times. Other groups may be using the space immediately following your rental.

If the facility is not satisfactorily returned to its original condition, the City shall have the facility cleaned and the applicant agrees to pay for cost of cleanup.