



Facility Reservations

Thank you for your interest in the Rambling River Center.

The Rambling River Center is operated by the Farmington Parks & Recreation Department under the policies and guidelines established by the Farmington City Council. The Rambling River Center serves as the City's senior center recreation destination and is also available for rental use.

Facility reservations are managed by an application process. Facility reservations will be on a first come-first served basis. To secure a reservation, renters are required to complete an application with submittal of \$500 (Banquet Room)/\$75 (Meeting Rooms) damage deposit.

The senior center programs will have exclusive use of the Rambling River Center weekdays between 7:30 a.m. and 3:30 p.m. The City of Farmington reserves the right to schedule programs and events in the Rambling River Center, as well as the right to negotiate with all rental parties to make the best use of time available. There may be times when rental requests cannot be accommodated in the Rambling River Center schedule.

Farmington Seniors

The Rambling River Center is committed to providing quality programs and services, while encouraging the involvement of adults over age 50.

325 Oak St.
Farmington, MN 55024

651-280-6970

www.FarmingtonMN.gov



Facility Reservations—General Information

RESERVATIONS

- The person on the rental application form will be the responsible party for all communication between rental and facility staff.
- Rentals are not confirmed until a completed application and a damage deposit is received. Damage deposits will be processed at the time of reservation.
- All fees are due three weeks prior to rental, separate from damage deposit.
- If no damages are incurred, deposit will be returned within 30 days following the rental period.
- Damages and/or additional cleaning fees will be deducted from the deposit with the remaining amount refunded to the renter.
- The Rambling River Center doors are controlled electronically outside of business hours. Doors will unlock 1 hour prior to listed time on application for decorating. Do not block doors.
- The City of Farmington reserves the right to terminate any rental applications reasons deemed necessary.
- The City of Farmington reserves the right to make room changes as needed to better accommodate groups using

the facility.

- Groups reserving space must have a current signed rental application. On-going applications must be signed annually.

BUILDING HOURS

BUSINESS HOURS

Monday-Friday, 7:30 a.m.—3:30 p.m.

CITY OBSERVED HOLIDAYS

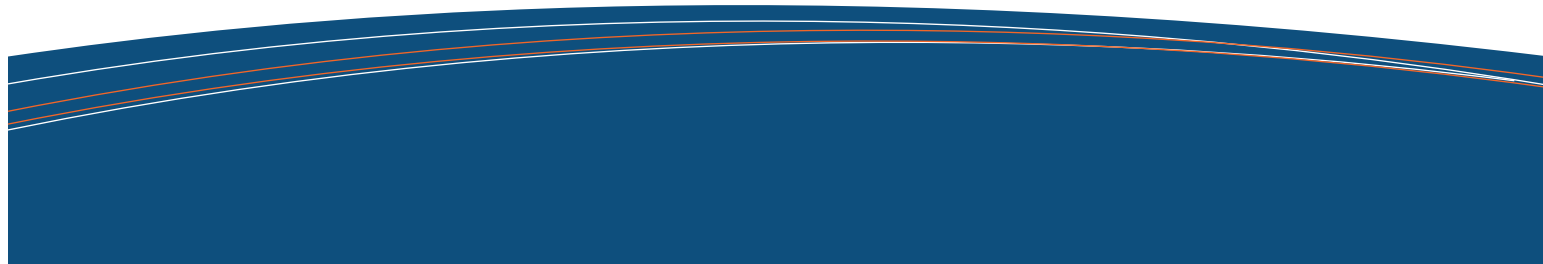
New Year's Day *
Martin Luther King Day
President's Day
Memorial Day
Independence Day (July 4) *
Labor Day
Veteran's Day
Thanksgiving
Day after Thanksgiving
Christmas Eve (December 24) *
Christmas Day (December 25) *

** If any of the noted holidays above fall on a weekend, holiday will be observed on Friday or Monday.*

RENTAL HOURS

Monday-Thursday, 8 a.m.—10 p.m.
Friday & Saturday, 8 a.m.—12 a.m. (Midnight)
Sunday, 8 a.m.—10 p.m.

The City of Farmington reserves the right to priority scheduling.



Facility Reservations—Fee Schedule

ROOMS AVAILABLE	FEE	ROOM CAPACITY/STANDARD SET-UP
*Banquet Room Includes Kitchenette	\$350/4-hour block with 1 hour set up \$90/per each additional hour	Room Capacity: 130 Standard Set-Up: (12) 60" round tables with six chairs at each. 1,776 Square Feet
** Harry & Louise Ross Room	\$65/2 hr. block \$32.5/per each additional hour	Room Capacity: 30 Standard Set-Up: Board Room Style
**Empire Room	\$80/2-hour block \$40/per each additional hour	Room Capacity: 57 Standard Set-Up: (6) Card tables w/four chairs at each table.
**Nicolai Room	\$20/2-hour block \$10/per each additional hour	Room Capacity: 15 Standard Set-Up: Board Room Style
**Red Slipper Room	\$20/2-hour block \$10/per each additional hour	Room Capacity: 10 Standard Set-Up: Board Room Style
Addition Equipment/ Services	Sound System Rental: \$150 DVD/VCR Player: Included by request Podium: Free	

* Banquet Room requires a minimum rental of four hours and a separate damage deposit of \$500. If additional hours are needed for cleaning, permit holder will be billed at a rate of \$35/hr. Details including room features, extras, terms and conditions can be located on pages 4-6.

** Meeting Rooms require a minimum rental of two hours and a damage deposit of \$75. General rental guidelines and photos of rooms can be located on page 7.



Banquet Room

Banquet Room—Rental Terms & Conditions

RENTAL INCLUSIONS

- Rental includes use of Banquet Room and bathrooms located in room and main hallway.
- Banquet Room Standard Set-Up: (12) 60" round tables with a six chairs at each table. RRC does not provide room set-up outside of the standard listed above.
- 55" Screen TV
- Kitchenette Facilities: Microwave, Refrigerator & Two-Compartment Sink.
- (2) 100 c. Coffee Pots
- Serving Utensils
- Assorted Trays
- Water Pitchers/Coffee Carafes
- WIFI Available
- Room Temperature set to 68° during winter and 73° during summer months.
- Recycling and trash collection.

CLEANUP

- Kitchenette Cleanup Includes: Cleaning counters, sinks, washing used items (i.e. dinnerware, flatware, trays, water pitchers/coffee carafes, etc.) and putting stated items back to original location.
- All renters must dispose of waste in proper trash and recycling receptacles provided at the facility.

ADDITIONAL CHARGES

- Additional AV Equipment
- Security Personnel as determined by RRC
- Additional rental fees based on rentals lasting beyond stated application time.

RENTAL AVAILABILITY

The Rambling River Center Banquet Room is available for rental year-round. Banquet and meeting rooms can be reserved a maximum of one year in advance.

PAYMENT

Damage deposit is required at the time the reservation is made. Payment is due in full three weeks prior to scheduled rental.

RENTAL PERIOD

The hours between the confirmed check-in and check-out times stated on the facility rental permit constitute the rental period. The facility will be unlocked and locked by confirmed permit rental period.

Occupation after confirmed ending period will result in additional charges to rental party.

CONFIRMATION

A reservation is confirmed once the RRC office has received the rental application form and damage deposit.

CANCELLATIONS

- 20 percent of the rental fee plus a 3.5 percent credit card transaction fee (if a credit card was used as payment) will be retained for cancellations received 21 or more days in advance of the rental date.
- Cancellations received less than 21 days in advance of the rental date will be charged 100 percent for the rental fee.
- Damage deposits are 100 percent refundable on all cancellations.
- Should the rental be cancelled due to inclement weather, every opportunity will be made to reschedule, with no change in the rental fee.

LIQUOR

- Events where food is provided by the rental party and not a caterer may have alcohol, but only for personal consumption inside the Banquet Room.
- No alcohol may be sold during rentals unless provided for by a caterer that has a current CATR liquor license issued through the State of Minnesota Alcohol and Gambling Division. The same caterer must provide both the food and liquor for the event (per MN State Statue 340.A.404Sub12). It is the responsibility of the permit holder to ensure the caterer's license will be current as of the date of the event.
- Non-profit groups renting the Banquet Room may apply for a Temporary Liquor License from the City Clerk. The license must be approved by the City Council no less than 30 days prior to the event and forwarded to the State.
- Violation of the Liquor policy will result in termination of the permit and eviction and possible referral for criminal prosecution. Rental fees will not be refunded.

TOBACCO USE

No tobacco use in the entire RRC. A tobacco disposal container can be found in the northeast parking lot.

Banquet Room—Rental Terms & Conditions

FOOD

- Food may be brought into building for individual use.
- Cooking is not allowed in building.
- Only a food staging area will be provided.
- Concessions are not allowed.
- Delivery and pick-up of equipment, food or other items used for the event must be completed during the rental period.

GAMBLING

No gambling activities are allowed except by properly licensed and permitted organizations and in accordance with state laws and city ordinance.

DECORATIONS

- The use of tape or other adhesives, nails, tacks, screws or similar articles on ceilings, walls, doors, floors, light fixtures, furniture or stone/plaster surfaces is **not allowed**. All decorations are to be hung without defacing the building.
- The use of confetti, birdseed, rice, glitter, and sand are prohibited.
- No candles are permitted.
- All decorating must be completed and removed during the rental period.

DAMAGES

- Damage deposits are required for use of the Banquet Room and Meeting Rooms to cover the cost of repairing damage that occurs as a result of the permit holder's rental event.
- The deposit is returned after the event if the rented room has been returned to its pre-use condition and if the permit holder abides by all the stipulations of the permit.
- The permit holder will fully reimburse the RRC upon demand for any damage to or destruction of the building, furniture, equipment, fixtures, grounds, or any other property, real or personal, owned, used or operated by the RRC due to any act or omission of the members, employees, representatives, caterers, contractors, patrons, or guests of the permit holder.

PERSONAL PROPERTY

The permit holder must clear all personal property from the premises after each meeting, event or performance.

INDEMNIFICATION

- Permit holder agrees that they will hold the RRC, and City of Farmington harmless and indemnify the City of Farmington/RRC from all claims, demands, and causes of action arising from permit holder's use of specified facility or surrounding grounds, including any attorney's fees and costs related thereto.

LIABILITY

- Permit holder fully waives, releases and discharges the City of Farmington/RRC and its employees from all claims, damages, actions, causes of action, and liability of or in any manner connected with the permit holder's use of the City facility under the facility rental permit.
- The permit holder is to keep all passageways open and unobstructed during any rental period.
- The City of Farmington/RRC is not responsible for theft, damages or injuries to permit holder, guest or their property.
- The RRC cannot store or in anyway be responsible for materials owned by rental groups using the facility.

MUSIC/AUDIO VISUAL

Music can be played on a boom box or other portable stereo device. Boom box and stereo devices are not included in rental. Music must be kept at a level that does not disturb other building users or neighboring property owners.

SPECIAL EQUIPMENT

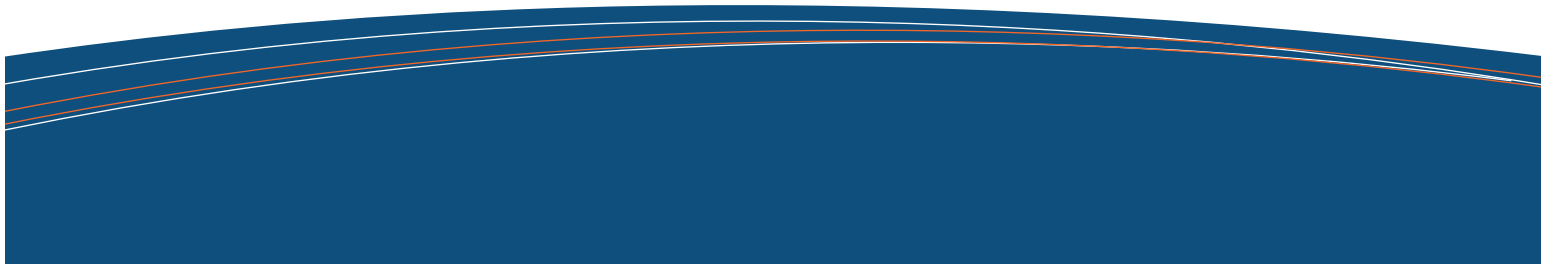
Request to use special equipment must be supplied at the time the reservation is made and may require additional fees.

CONDUCT

The permit holder is responsible for the conduct of its members, visitors, employees, representatives, caterers, contractors, patrons, and guests while in the RRC. Users of the facility shall be respectful of the premises and other users or visitors to the facility and shall not engage in any disorderly conduct or offensive behavior.

NON-COMPLIANCE W/TERMS & CONDITIONS

Failure to comply with the terms and conditions may result in the RRC staff denying a request for a permit, cancelling a rental or seeking other enforcement action.



Meeting Rooms—Rental Guidelines

GENERAL INFORMATION

Meeting room capacities range from seating for 15 to seating for 57 with tables and chairs. Reservations are accepted and processed on a first come/first served basis with the completion of a rental application form and damage deposit of \$75.

RENTAL GUIDELINES

- Please do not tape, nail or tack and items to the walls. Confetti, cutouts and glitter are **not allowed**.
- There are no kitchen facilities available for food preparation or storage. Serving meals/food is not allowed. However, box lunches/light snacks may be considered with prior approval of management at the time of reservation. If food is approved, it is only allowed within the confines of the reserved room and not in public lobby areas. Please dispose of remaining items in a waste/recycle container before leaving the room.
- All renters must dispose of waste in proper trash and recycling receptacles provided at the facility.
- Please limit your meeting use of the facility to the space reserved. Do not remove tables and chairs from any other rooms.
- Please observe the hours requested at the time of your reservation. See page 2 for rentable hours.
- The Rambling River Center is a smoke-free environment. A tobacco disposal container can be found in the northeast parking lot.

CANCELLATIONS

- 20 percent of the rental fee will be retained for cancellations received 21 or more days in advance of the rental date.



Empire Room



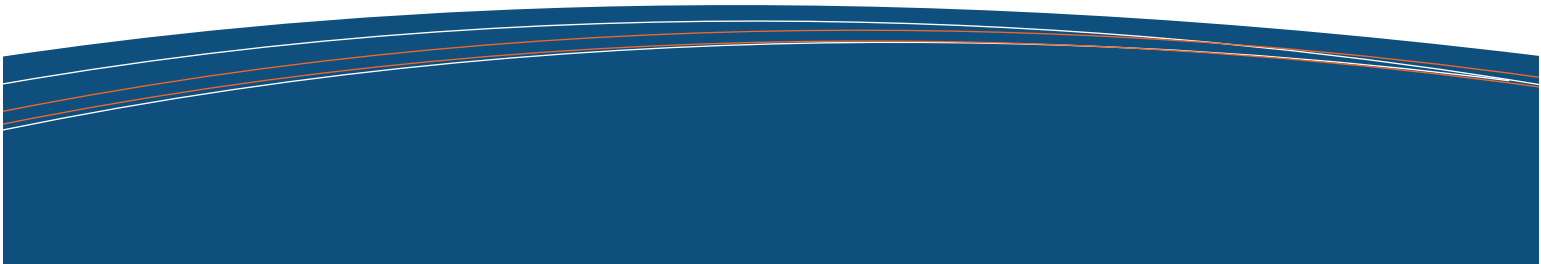
Nicolai Board Room



Harry & Louise Ross Room



Red Slipper Room



Rambling River Center—Rental Application

Return completed application and damage deposit to the Rambling River Center,
located at 325 Oak Street, Farmington, MN 55024

Rental Date Requested: _____ Date of Application: _____
 Time of Rental—From: _____ am/pm To: _____ am/pm
(The time of rental must include set-up time. BE EXACT, doors will unlock and lock by remote based on times listed)
 Renters Name _____ Email _____
 Address: _____ City/St/Zip: _____
 Phone: _____ (home) _____ (cell) _____ (work)
 Alternate Contact: _____ Phone: _____
 Will alcohol be served? Y / N Renters Birthdate: _____
 Please Indicate Room _____ Name of group/organization _____

Damage deposit of \$500 (Banquet Room)/\$75 (Meeting Rooms) is required at time of application submittal. Damage Deposit may be scheduled on payment plan. Payment is due in full three weeks prior to scheduled rental.

The cost of the rental and any additional costs such as damages or custodial fees will be deducted from the deposit with remaining amount refunded to the renter. If additional costs are incurred renter will be billed.

Banquet Room \$350/4-hour block plus 1 hour set up
Includes Kitchenette \$90/per each additional hour,

Additional cleaning (above 2 hours) will be billed at the rate \$ _____
 of \$55 per hour

Harry & Louise Ross Room \$65/2 hr. block \$32.50/per each additional hour \$ _____

Empire Room \$80/2-hour block \$40/per each additional hour \$ _____

Nicolai Room \$20/2-hour block \$10/per each additional hour \$ _____

Red Slipper Room \$20/2-hour block \$10/per each additional hour \$ _____

Additional Equipment as Requested \$ _____

Total Costs Due \$ _____

I have read, understand and agree to abide by the terms and conditions stated on Schedule G and the rental application form. The renting party acknowledges on behalf of him/herself and the rental party's organization or group (participant) use of Farmington's facilities may carry a risk of personal injury. The participants RELEASE AND DISCHARGE the City of Farmington and their agents and employees, from liability for injuries or damages, including any losses CAUSED BY THE NEGLIGENCE OR STRICT LIABILITY of the Released Parties. If renting the Banquet Room I have read the terms and conditions and I agree to adhere to them.

Signature _____ Date _____

FOR OFFICE USE ONLY

1. Deposit Rec'd: Cash or Check # _____ Date _____
2. Amount refunded _____ or Additional Fees billed / received (circle) _____ Check # _____ Date _____
4. Additional fees incurred? Yes _____ No _____
 If yes, why? _____

Complete if paying with a credit card:

Name on card (please print) _____
 Card Billing Address _____
 Credit Card # _____ CVV/CVS # _____
 Expiration Date: _____ Visa Master Card (Circle one)
 Signature _____