



1685 CROSSTOWN BOULEVARD N.W. • ANDOVER, MINNESOTA 55304 • (763) 755-5100
FAX (763) 755-8923 • WWW.ANDOVERMN.GOV

CITY HALL MEETING ROOM POLICY

Andover City Hall has available three (3) meeting rooms that may be scheduled for use.

Scheduling of Andover City Hall meeting facilities will be coordinated through the City Hall Receptionist during regular business hours. Business hours are Monday-Friday, 8:00 a.m.-4:30 p.m., excluding holidays.

1. RESERVATIONS/SCHEDULING OF CITY HALL MEETING ROOMS.

Reservations can only be accepted from a resident of the City or a business, school or civic/association group located within or serving the City.

Reservations may not be transferred or sublet to anyone other than the person/organization making the reservations.

Cancellation of reservations should be made at least 24 hours in advance.

Any person reserving a meeting room must have photo identification or MN Driver's license, E-mail address and a telephone contact number.

** The City of Andover reserves the right to reschedule any and all reservations. If a meeting reservation is rescheduled due to a room conflict, the City will contact the person making the reservation as soon possible.

2. PRIORITY OF USE.

Any event directly related to the operation of the City (*i.e. city council/board/commission meetings*) shall have first priority of the meeting rooms. All other meeting room reservations will be taken on a first come, first served basis.

3. **DAMAGE DEPOSIT/FEES.**

A \$100.00 refundable key/damage/maintenance deposit is required for meetings scheduled in any of the meeting rooms at Andover City Hall. In addition to the refundable key/damage/maintenance fee, for-profit organizations/businesses must pay a \$25.00 fee each time a room is scheduled. Those who use the meeting rooms must leave the room in the condition it was in prior to use, tables/chairs are to be returned to the original positions, garbage disposed of properly, and lights turned off when the meeting is over. If the room is left in disarray or damage occurs during use, the person/organization reserving the room will not be reimbursed their key/damage/maintenance deposit and may lose the privilege to use the meeting rooms. The City reserves the right to charge meeting fees as may be approved by the City Council.

The City of Andover does not assume liability for injury to participants or others involved during the use of City facilities. All organizations must agree to indemnify and hold harmless the City of Andover against all losses or liability.

4. **GENERAL RULES.**

The person reserving the room shall:

- A. Supervise the conduct of the members of their groups.
- B. Use only the meeting room approved for use.
- C. Leave the space used in a clean and orderly fashion. Each group will be responsible for seeing that the facility is in the same condition when leaving as entering. Pick up any garbage generated during the meeting.
- D. Assume responsibility of setting up and taking down the tables and chairs used for the meeting. All tables and chairs must be replaced exactly as found and wiped down, if necessary.
- E. Comply with all City Ordinances, Minnesota State Statutes, Federal Laws, and established rules, which apply to authorized use of Andover City Hall.
- F. The applicant will be held responsible for locking the building securely and turning off all lights before leaving.
- G. The group, individual, or organization using Andover City Hall must provide competent adult supervision for the entire time that participants are in the building or on the surrounding grounds.
- H. The group, individual, or organization using Andover City Hall shall agree to compensate the City of Andover for all damages and theft of facilities, equipment, or other property owned by the city.
- I. No food or beverage is allowed in the Council Chambers.
- J. While telephone usage is available, only local non-toll calls are permitted.
- K. Office equipment located within City Hall is not available for use by those reserving meeting rooms. Such office equipment includes: fax machines, copy machines, postage meter, computers, overhead projectors, TV/VCR and cable equipment.
- L. Medical emergencies and/or situations requiring a public safety response should be called in under the 911 emergency communications system. In addition , we

now have an **AED** Heart Safe defibrillator located in the lobby area of the City Hall by the coat room.

5. **ROOM CAPACITY.**

To conform to Fire Code specifications, the Andover City Hall must limit the capacity of the people in the meeting rooms as follows:

- A. **Council Chambers** – 130 (occupancy load)
- B. **Lobby Conference Room** – 8 (occupancy load)
- C. **Lunchroom** – 30 (occupancy load)

6. **KEYS TO THE FACILITY.**

The person who reserves the room or another member of the organization can pick up the key from the Andover City Hall Receptionist. The key must be signed-out the day of use of the meeting room, between the hours of 8:00 am and 4:30 pm. If meeting room is used on the weekend, the key must be signed out the business day prior. **Before leaving the building, please make sure all doors are locked and secured and place the key in the comments box, which is located on the reception desk counter.**

7. **PROHIBITED** – Meeting rooms are provided for resident use to conduct a variety of lawful community meeting activities. The activities listed below are prohibited in governmental facilities.

Persons using City facilities should conduct themselves in an appropriate manner at all times. Disorderly conduct of any kind including horseplay, swearing and/or activities that may result in injury to oneself or others is strictly prohibited.

The use of City facilities is limited to meeting activities. Activities such as weddings, private parties, dances etc., are prohibited. If you have a question concerning the type of social activities that may be permitted, please call the City's reception staff.

Gambling, wagering or betting of any nature is strictly prohibited.

Alcoholic beverages and/or controlled substances of any type are strictly prohibited.

Smoking in a public facility is a violation of State Law and is prohibited in City facilities.

FAILURE TO COMPLY WITH ANY OF THE AFOREMENTIONED GUIDELINES MAY RESULT IN THE CANCELLATION OF EXISTING RESERVATIONS AND FORFEITURE OF FUTURE USAGE OF THE CITY OF ANDOVER FACILITIES.

The City hopes your use of these public facilities is an enjoyable and pleasant experience. If you have any questions, concerns or suggestions on how the City can improve its service to you as a facility user, please contact City Hall offices at 763-755-5100 during normal business hours.



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Public Facility Security Policy

As a key holder, you are responsible for securing the building once you've entered the premises.

It is mandatory that you or someone from your group let meeting participants in and not leave the doors unlocked or propped open at anytime. Individuals who are not a part of your group/organization are not allowed in the city building after business hours which are Monday – Friday from 8:00 a.m. to 4:30 p.m. unless they are attending a publicly conducted meeting i.e. council or commission meetings or unless they have also scheduled meeting.

If you leave the building doors unlocked during your meeting, please be reminded that you will be held personally responsible for any damage that is caused from individuals entering the building even if they are not with your group/organization. As the key holder, you are personally responsible for ensuring that the door is properly closed and locked and that all members of your group have left the building. We appreciate your understanding and cooperation in safeguarding City Hall and public property contained within.

Leaving the building improperly secured may result in liability to you and/or your organization for damages and/or theft of public property. Please help us ensure the security of our public assets.

If you have any questions, please contact City Hall Offices at 763-755-5100.

Cc: Jim Dickinson, Risk Manager