

APPLICATION FOR USE OF CANBY COMMUNITY BUILDING

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Room Desired: Council Chambers \_\_\_\_\_ Community Room \_\_\_\_\_  
(1st Choice, 2nd Choice)

Date(s) of Use: \_\_\_\_\_

Time of Use: From \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

Purpose of Meeting: \_\_\_\_\_

Number of Participants: \_\_\_\_\_

Will a fee be charged or donations solicited from participants:

Yes \_\_\_\_\_ No \_\_\_\_\_ If so, how much? \_\_\_\_\_

Will refreshments be served? Yes \_\_\_\_\_ No \_\_\_\_\_

Does your organization have its own meeting facilities? Yes \_\_\_\_\_

No \_\_\_\_\_ If so, why are City facilities necessary? \_\_\_\_\_

HOLD HARMLESS AGREEMENT

I understand that my use of the Canby Community Building is voluntary and that I am using it for my benefit only. I agree that my use of the Canby Community Building facility is undertaken at my own risk and that the City of Canby will not be liable for any claims, injuries, damages of whatever nature incurred by me or members of my organization due to the negligence of members of my organization, or the negligence of third parties. On behalf of my self and the organization that I represent, I expressly forever release and discharge the City, its agents or employees, from any 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 the Canby Community Building. I also agree to reimburse the City for any damage, breakage, maintenance, or cleanup costs arising out of my use of the Canby Community Building. I further acknowledge that I have read the rules and regulations pertaining the use of the facility.

\_\_\_\_\_  
User Representative

\_\_\_\_\_  
Date

Please Return this form to:

Approved by:

City Administrative Assistant  
110 Oscar Ave. N.  
Canby MN 56220

\_\_\_\_\_  
City Administrative Assistant

\_\_\_\_\_  
Date

GUIDELINES REGULATING THE USE OF COMMUNITY BUILDING  
FOR MEETING PURPOSES

I. General.

The Canby Community Building was constructed to serve the general public by providing a facility conducive to the conduct of public business. Since public funds made these facilities possible, the general public is encouraged to use the Canby Community Building. The following guidelines are official City Policy designed to promote orderly and appropriate use of these public facilities.

Organizations desiring to use the Canby Community Building facilities must complete an application and submit it to the City Administrative Assistant. The application need be completed only once annually for organizations using the facilities periodically during the year. This application shall be submitted at least two weeks but not more than eight weeks prior to the date for which reservation is requested. The request will be reviewed in light of these guidelines and the availability of the facilities. The City Administrative Assistant will advise the requesting organization of the status of their request as soon as possible. Usage requests are not approved until the City Administrative Assistant has so advised the requesting organization.

II. Who May Use the Canby Community Building Facilities

Canby Community Building facilities will be available for public meeting purposes, civic purposes, to organizations whose membership substantially includes Canby residents or whose purpose is to provide services to substantially Canby residents. Canby Community Building facilities shall not be used for commercial enterprise, business seminars, private ceremonies, religious ceremonies, any profit making activity or any activity not consistent with the general business purpose of the building.

III. Availability

Canby Community Building facilities shall be available weekdays from 2:00 p.m. to 9:00 p.m. except those hours for which the facility has been scheduled for use, and Saturday and Sunday from 8:00 a.m. to 9:00 p.m. Permission may be granted by the City Administrative Assistant for variation from this schedule.

The City Council, official City boards and commissions or other organizations whose meetings are sponsored by the City shall have priority in the use of the Canby Community

Building facilities. Groups reserving these facilities must understand it may be necessary for them to relocate their meeting in the event the City Center facilities are needed for municipal government purposes.

#### IV. Procedure for Applying

- A. Use of the Canby Community Building facilities will be handled so far as possible on a first-come, first-serve basis.
- B. Application forms may be obtained from the City Administrative Assistant during normal office hours, or be mailed to the applicant.
- C. Application blanks shall be fully completed by requesting organizations and returned to the City Administrative Assistant at least two weeks but not more than eight weeks prior to the scheduled use. If an application is on file from a previous request, a request may be accepted by telephone. Reservations shall not be official until the City Administrative Assistant has signed the application and informed the applicant of its status.
- D. The applicant must contact the Canby Community Building receptionist by 2:00 p.m. on the day of the room reservation (or by 2:00 p.m. Friday if the use is on a Saturday or Sunday) to arrange entrance into the building.

#### V. Rules and Regulations

- A. The Canby Community Building entry corridor, restrooms, Council Chambers and Community Room may be available for use under this policy.
- B. The use of intoxicating liquor and non-intoxicating malt liquor beverages is prohibited in the Canby Community Building facilities.
- C. Pursuant to the Minnesota Clean Indoor Air Act, smoking is prohibited.
- D. Any group or organization using City facilities for the purpose of convening a public meeting must conform with "open meeting law" requirements pursuant to Minnesota Statutes.
- E. The City assumes no liability for loss, damage, injury or illness incurred by the users of the facility.
- F. The individual representing the organization using Canby Community Building facilities, i.e., person

signing the application, shall be responsible for:

1. Proper disposal of all coffee, cups, paper, etc.; rearrangement of furniture.
  2. Shutting off all lights and locking exterior entrance doors.
  3. Reporting, repairing or replacing any damage or loss of City facilities or equipment within 24 hours of meeting.
- G. Hours of use designated on the application form must be adhered to.
- H. Organizations cancelling reservations for use of the facilities more than twice in one year shall be given low priority for future requests.
- I. Failure to conform with these policies and rules may be cause for forfeiture of future use privileges.