



# Hallie Q. Brown Community Center, Inc.

ADMINISTRATOR OF THE MARTIN LUTHER KING CENTER



*The  
Lighthouse  
of the  
Community™*

## Room Reservation Policy

Updated June 9, 2011

We would like to take this time to thank you for selecting Hallie Q. Brown Community Center (HQB) for your event.

The Hallie Q. Brown Community Center facility offers:

- Free parking
- Convenience to both downtown St. Paul and Minneapolis, in the heart of the Summit/University neighborhood
- Accessibility to Interstate 94
- On the #65 bus line

Please read these facility policies carefully, as they include important information regarding reserving with HQB. All rooms must be reserved through HQB's Administrative Offices in order to be used.

### **Event Specifications**

HQB can schedule events by the hour. All reservations should include any time needed for setup and takedown of the event. Room rentals come with a standard setup fee of \$25. This fee is waived for paid bookings of 2 hours or more.

### **Parking**

HQB is pleased to offer the complimentary use of our attached parking lot, which features ample parking stalls. HQB and the City of Saint Paul are not responsible for damage to or theft of/from any vehicle parked on the premises.

Loading and unloading of equipment/materials (when using flat bed carts or similar items) should be handled at the main entrance of the building.

### **Decorations**

HQB does not provide any type of decorations, including linens, piping, and drapes. Renter is responsible for securing all linens and decorations. Decorations and signage can only be affixed with blue painters tape or 3M command products; the use of any other products is prohibited. HQB can provide more information regarding decorating policies upon request.

### **Conduct**

HQB strives to provide a welcoming, community-oriented environment at all times. By holding an event at the Center, Renter agrees to take responsibility for all actions and conduct of any and all persons involved with Renter's event. This includes, but is not limited to: monitoring children, keeping noise levels to a respectable level, and occupying only those spaces detailed on the reservation form. On any given day, the Center has multiple events, parties, and meetings



occurring and counts on all Renters to show respect to the facility, staff members, tenants, and other Renters in order to maintain our sense of community.

HQB does not permit weapons of any kind within its facility except where provided by law or for presentation purposes that have been approved in advance by HQB. HQB reserves the right to deny or cancel any event that is or has the potential to be dangerous to the Center or its patrons.

### **Damage to the Facility**

By signing an agreement and renting from HQB, Renter agrees to assume financial responsibility for any and all damage to the building, grounds, and any property owned by HQB, the City of Saint Paul, and/or any facility tenants caused by any and all persons associated with Renter's event at the Center. The amount of said damages will be determined by the Director of Finance and Operations.

HQB Staff will walk through the space with Renter at the start of the reservation to ensure that the condition of the space is in good order.

### **Payment/Damage Deposits**

Renter's event will be guaranteed upon our receipt of a copy of a signed agreement, due within 7 days of the request unless other arrangements have been made. By signing an agreement, Renter agrees to abide by the conditions described herein. Failure to follow these guidelines may result in the cancellation of Renter's event.

For rentals where the event date is 31 days or more from the original request date, a payment in the amount of 50% of the total or a signed purchase order for 100% of the invoice total is due within 14 days of the original request date. The remaining balance is due no less than 14 days before the event date. Any costs associated with last-minute changes or requests are due on the day of the final event date.

For rentals where the event date is 15-30 days from the original request date, a payment or signed purchase agreement for the full amount of the total is due within 10 days of the original request date. Any costs associated with last-minute changes or requests are due on the day of the final event date.

For rentals where the event date is 14 days or less from the original request date, a payment or signed purchase order for the full amount of the invoice total is due within 4 business days of the original request date or the day before the event, whichever is sooner. Any costs associated with last-minute changes or requests are due on the day of the final event date.

Fulfillment of all purchase orders is due within 15 business days of the event date.

HQB accepts cash payment (in person only), checks payable to HQB (reference invoice number in memo field), MasterCard, and Visa. Please contact HQB directly if paying by credit card and we will be happy to complete the transaction over the telephone, or online through our website. For government agencies, we do accept electronic funds transfers. Notification from Renter of intent to pay via electronic funds transfer is required.



HQB is willing to consider custom payment plans on a case-by-case basis. All custom payment plans must be agreed to by both parties in writing. Please contact HQB to discuss payment options.

Renter’s event may be subject to a refundable damage deposit at the sole discretion of HQB. All damage deposits are due within 14 days of the original request date or 7 days before the event date, whichever is sooner. Cash, check, credit card, and signed purchase orders are all acceptable forms of deposit. Following a post-event facility review by HQB staff, damage deposits — less any costs of damages, additional labor/cleaning costs, and/or outstanding amount due — will be refunded within ten (10) business days after the event.

**Building Hours & Fees**

HQB’s standard operating hours are Monday – Friday, 8:30am – 6:00pm. **Rental Fees apply to all rentals whether during or outside of operating hours.** All rentals will be charged a \$25 set-up and maintenance charge for rentals outside of operating hours or those receiving a waiver. This fee will be waived for paid rentals of 3 hours or longer. Organizations unable to afford rental space may apply for a full or partial waiver for Club Rooms A, B or C. The Canteen is not eligible for waivers. Waivers will be considered on a case by case basis and organizations must be a registered entity with the State of Minnesota and meet at least 3 of the following:

- Annual Revenue of \$250,000 or less
- No current office or headquarters
- Registered 501 ( c ) 3 - Nonprofit organization
- No outstanding invoices with HQB
- Meeting no more than 1 time per month

Hallie Q. Brown Community Center Management reserves the right to make exceptions in extreme or necessary cases in its judgment.

**Facility/Staffing Fees**

The Rental Rates are as follows:

ROOM	SIZE/DIMENSIONS	MAX CAPACITY	RENTAL FEES*
Canteen	2,764 sq.ft.	190	\$100/hour
Club Room C	1,254 sq.ft.	115	\$60/hour, two hour minimum rental
Club Room A	532 sq.ft.	35	\$50/hour, two hour minimum rental
Club Room B	435 sq.ft.	25	\$40/hour, two hour minimum rental

All events falling outside regular business hours must be prearranged. If event runs over the allotted time outside normal business hours, Renter will be charged an additional \$100.00 per hour, which must be paid prior to leaving the facility.

Any event that requires extensive facility staff clean-up as determined by HQB staff, may be



subject to an additional fee of \$50.00 per hour.

### **Room Availability & Consistent Use**

HQB reserves on a first come, first serve basis. All requests must be submitted in writing and will be reviewed by HQB Staff for approval. As a standard policy, HQB does not rent rooms for more than three consecutive days or on a weekly or monthly basis with the exception of HQB programs and partnerships. Requests made less than 14 days in advance may not be approved due to staffing and preparation consideration. Requests less than 7 days in advance must be approved by the Director of Finance and Operations or the Executive Director.

### **Cancellations**

If Renter should cancel the rental less than 14 days prior to the event, 50% of the total will be refunded. If the event is canceled within 7 days of the event, any payment(s) made will be forfeited.

### **Forced Cancellations**

HQB reserves the right to cancel any event for any reason. Possible reasons can include, but are not limited to: illegal activity, unauthorized alcohol use, failure to follow facility staff directions or this policy, disregard for the safety of any or all persons in the facility, and/or misuse of facility space or property. If HQB does cancel an event for any reason other than those outlined in the “Emergency Closing” section of this document, any and all payments and deposits will automatically be forfeited. Furthermore, Renter agrees that the City of Saint Paul, Division of Parks & Recreation and HQB shall have no responsibility for anything Renter may suffer or incur due to such a cancellation.

### **Emergency Closing**

In the unlikely event of an unforeseen condition, HQB may be forced to cancel a rental prior to the event with little or no notice. Possible reasons for cancellation include, but are not limited to: a declared state of emergency, severe weather, unsafe environmental or health conditions, and/or interruption of utility services. In such an event, Renter agrees that the City of Saint Paul, Division of Parks & Recreation and HQB shall have no responsibility for anything Renter may suffer or incur due to such a cancellation. HQB will attempt to notify Renter as soon as possible if such a cancellation occurs. All fees paid by Renter for events occurring during the emergency closing shall be refunded to Renter if the reservation is canceled by HQB as outlined in this section.

### **Waiver of Liability**

By signing an agreement and renting from HQB, Renter agrees to indemnify, hold harmless, and defend HQB, the City of Saint Paul, and any facility tenants and their employees and volunteers from all liability from loss, damage, or injury to any and all persons and/or property in any manner involved with Renter’s event, without limitation. All consequential damages, whether or not resulting from the negligence of HQB, the City of Saint Paul, facility tenants, or their agents are the sole responsibility of Renter.

HQB appreciates the opportunity to welcome you into our beautiful facility. Please contact us with any questions. We look forward to assisting you with your event.

