



MEETING ROOM RENTAL REQUEST FORM

City of Savage | 6000 McColl Drive, Savage, MN 55378
Office: 952-882-2660 | Fax: 952-882-2656 | Email: comments@cityofsavage.com

RENTAL RATES	Monday - Thursday	Friday - Sunday & Holidays
Must be a Savage resident or business	\$25/per 4 hr.	\$50/per 4 hr.

APPLICANT INFORMATION

Name of Applicant _____

Organization Name _____

Meeting Purpose _____

Address _____

Phone No. _____ Email _____

MEETING ROOM INFORMATION

- Marion/Marietta Hall*
Capacity: 80 people/additional chairs by special request
- Oxford Room
Capacity: 12 people/12 chairs
- McHenry Room
Capacity: 10 people/10 chairs

* Per the Meeting Room Usage and Rental Policy, a \$25 fee, per 4 hour block Monday-Thursday, or \$50 fee, per 4 hour block Friday-Sunday and Holidays, will be charged when reserving the Marion/Marietta Hall. A \$5 fee will be applied for cancellations.

Date Requested _____ Day of the Week _____

Number of Guests _____ Start Time _____ End Time _____

If recurring meeting, please list below:

Date Requested _____ Day of the Week _____

Number of Guests _____ Start Time _____ End Time _____

Date Requested _____ Day of the Week _____

Number of Guests _____ Start Time _____ End Time _____

APPLICANT - Please review the Meeting Room Usage and Rental Policy and Indemnification Agreement on the reverse side of this form.

The reserving party shall hold harmless, defend and indemnify the City of Savage, its officer, agents and employees from and against for any liability, claims, causes of action, judgments, damages, losses, costs or expenses, including reasonable attorney fees arising directly or indirectly out of or related to the Reserving Party's use of the building.

- All activities are monitored by security cameras and reviewed, inside and outside the reserved meeting room.
- The person reserving the meeting space is responsible for supervising the activity and those participating.
- Events are restricted to the meeting space that has been reserved. Hallways are NOT considered meeting space and are to be used only to access the restrooms.
- Name of applicant takes full responsibility for any damages to equipment or to the facility during use of the meeting room and may loose all privileges.

I have read and agree to abide by the Meeting Room Usage Policy and the Indemnification Agreement.

Signature of Applicant _____ Date _____

OFFICE USE ONLY

FINANCE ACCT CODE: 101-9106-3622

Approved Denied Fee Applicable Refund Issued Amount Paid \$ _____

MEETING ROOM USAGE AND RENTAL POLICY

City of Savage policies, local and state ordinances, laws and fire codes must be observed as well as the following:

- The person renting the meeting space is responsible for supervising the activity and those participating.
- Events are restricted to the meeting space that has been reserved. Hallways are NOT considered meeting space and are to be used only to access the restrooms.
- Gambling, smoking, and liquor consumption are prohibited on City Hall property.
- No weapons or "look-a-like" weapon shall be brought on City property with the exception of authorized police personnel.
- A kitchen area is available for use in the Marion/Marietta Hall. The group renting the meeting room is responsible for cleaning the kitchen after use, including the microwave, oven, and refrigerator if used.
- Any damage or breakage should be reported to the City of Savage Administration Department at 952-882-2660 immediately following the meeting. All repair costs incurred by the users of the facility.
- The City assumes no liability for loss, damage, injury, or illness incurred by the users of the facility.
- The renters party and affiliates indemnifies the City against any and all liability arising as a result of use of the building.
- Hours in which the rooms may be rented are from 6 a.m. to 11 p.m. 7 days per week including holidays.
- The meeting rooms may not be used to sell products or services.
- Users may not store equipment at City Hall unless prior arrangements have been made. In any case, the City does not assume responsibility for any equipment left on the premises.
- The applicant shall notify City staff immediately of cancellation.
- If a question is raised as to the purpose or activity of any organization requesting use of the room, the City Administrator shall make the decision of whether to allow the activity.
- Failure to observe any and all regulations shall result in the loss of meeting room privileges by the group.
- Furniture in the Marion/Marietta Hall may be rearranged; however, the room must be returned to its original arrangement upon leaving. A chart is located in the kitchen area.
- Extra chairs and tables, located in the closet, may be used.
- Trash must be removed upon departure. A dumpster is located behind the building and can be accessed by using the patio doors of the Marion/Marietta Hall. Doors remain locked at all times. Be sure to prop the doors open or have someone available to open the door to re-enter.

Eligibility

The City of Savage is public institution that has meeting room facilities available to Savage residents, groups and/or businesses on a first-come, first-served basis. City sponsored events will be given priority and may, on occasion, preempt previously scheduled events. See policy regarding fees.

City of Savage Indemnification Agreement

In consideration for the use of public grounds and the grant of a permit for the purposes set forth in this application, the applicant agrees to defend, indemnify, and hold harmless the City of Savage, its officers, agents, and employees against any and all claims, suits, actions, debts, losses, damages, costs, charges, including but not limited to claims for personal injury, death and/or property damage arising from related to or caused by any act of negligence, either active or passive, on the part of the applicant in the applicant's use of the public property specified in the application.

COVID-19 is a global health pandemic. I acknowledge that COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. The City has enacted preventative measures to reduce the spread of COVID-19. The City, however, cannot guarantee that participants in the program will not become infected with COVID-19. I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk I may be exposed to or infected by COVID-19 by participating in the program.