

CITY HALL MEETING ROOM

The City Hall Meeting Room is ideal for meetings, trainings, family gatherings, bridal and baby showers, community events and other activities.

The City Hall Meeting Room features include:

MEETING ROOM (29' X 34')

Accommodates 50 – 60 seated at tables
Accommodates 70 – 80 seated (no tables)

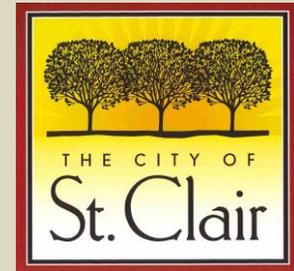
FULL KITCHEN

Electric Range with Double Oven
Refrigerator with Freezer on the Bottom
Microwave
55 cup Coffee Maker
12 cup Coffee Maker
8 insulated Coffee Servers
6 Beverage Pitchers
Misc. Utensils
Flatware
Hand Towels and Dish Towels
Dishwashing Detergent

FIXTURES

8 – 8' X 30" Tables
3 – 6' X 30" Tables
2 – 4' X 24" Tables
75+ Folding Chairs

CENTRAL AIR CONDITIONING



CITY HALL MEETING ROOM USAGE & RENTAL POLICY

CITY OF ST. CLAIR

304 Main Street West
P.O. Box 97
St. Clair MN 56080

Phone: 507-245-3494

Fax: 507-245-3504

E-mail: citystc@hickorytech.net

www.stclair.govoffice2.com

AVAILABILITY

The St. Clair City Hall Meeting Room is available to individuals, groups and organizations for public meetings and private gatherings. In so far as possible, reservations for use of the Meeting Room are handled on a first come, first serve basis. The St. Clair City Council, St. Clair Fire Dept. and Official City Boards as well as other government purposes shall have priority in the use of the Meeting Room. Groups using the facility on a recurring (monthly/weekly/etc.) basis do so with the understanding that it may be necessary for their group to relocate or reschedule in the event the City Hall Meeting Room is needed for a municipal government purpose or in cases when the facility is rented. Rental of the City Hall includes use of the Meeting Room, kitchen and restrooms.

RESERVATIONS

The City Clerk maintains a calendar of events for the St. Clair City Hall Meeting Room. Contact the City Clerk (507-245-3494) to check availability or to reserve the Meeting Room.

FEE SCHEDULE

Individuals, Groups & Organizations:	\$50.00
Non-profit Groups & Organizations:	No Charge
Benefits and Fundraisers:	No Charge

PLEASE NOTE: If needed, a vacuum cleaner and cleaning supplies are in the first pantry unit to the right when entering the kitchen. Other pantry units contain City and Fire Dept. supplies and are **NOT FOR PUBLIC USE.**

POLICY

Any group or organization using the St. Clair Hall Meeting Room for the purpose of convening a public meeting must conform to Open Meeting Law requirements pursuant to Minnesota State Statutes.

No Group or individual shall be discriminated against with respect to the use of the St. Clair Hall facilities because of race, color, religion, sex, national origin, physical condition, or age.

The City of St. Clair assumes no liability for loss, theft, damage, accident, injury or illness incurred by the users of the St. Clair Hall Meeting Room. Groups shall not keep/store items in the building.

Smoking is prohibited in the St. Clair City Hall and on its surrounding grounds and property.

HEATING and COOLING: The thermostat controlling the Meeting Room heat and air conditioning is located on the west wall of the Meeting Room. The thermostat may be adjusted to accommodate the comfort level of the group. After two (2) hours the thermostat will return to the pre-set temperature setting.

TABLES and CHAIRS: Tables and chairs are located in the Fire Dept. Shop. The door to the Fire Dept. Shop is directly across from the entry door to the building. Access to the shop area is limited to ADULTS setting up and taking down tables and chairs. **ABSOLUTELY NO CHILDREN ALLOWED IN THE SHOP AREA!!**

PARKING: Parking is available in the parking lot in the front of the building; on-street parking is also available. Parking is not allowed on the east side of the building to allow for prompt departure of Fire Dept. emergency vehicles, if warranted.

SUPERVISION: Children must be supervised at all times and, if outside, should not be allowed on neighboring property.

SET-UP and TAKE DOWN

Individuals and groups using the City Hall Meeting Room are responsible for setting up before their event, as well as taking down and cleaning up after their event, including:

- **CLEAN-UP:** Leave the facility as it was found. If warranted, wash and dry dishes, vacuum, wash counter-tops and tables.
- **GARBAGE:** A large garbage can is located in the first cabinet to the left when entering the kitchen. Additional garbage bags are in the cabinet next to the garbage can. Full garbage bags can be placed in the dumpster located on the far (north) end of the parking lot.
- **TABLES and CHAIRS:** Return tables and chairs as they were found.
- **DECORATIONS:** The use of decorations is allowed, however, the use of tacks, nails or staples for hanging any decorations is not allowed on any wall surface. Scotch tape or masking tape is an acceptable means of securing decorations. After the event take down all decorations and remove all adhesives and tape.
- **WINDOWS:** Close and lock all windows.
- **LIGHTS:** Turn off all lights.
- **LOCK THE DOOR!**
- **KEY:** After your event, return the key to the City Clerk or placed in the drop box outside City Hall.

FAILURE TO COMPLY WITH THIS POLICY MAY BE CAUSE FOR FORFEITURE OF FUTURE USE PRIVILEGES.