



39811 State Highway 6, P.O. Box 68

Emily, MN 56447

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CITY HALL POLICY

This policy applies to all groups, organizations, and individuals using the Emily City Hall.

1. Hall rent and deposit must be paid to the City Clerk before the hall is used. A key to the hall will be provided to the applicant. The key must be returned immediately after use to the City Clerk or placed in drop box or library box in front of city hall. A \$5.00 penalty will be deducted from the deposit for each day the key is late.
2. All minors must be accompanied by and under the supervision of an adult.
3. Any items in the main hall and kitchen are available to anyone using the hall.
4. Anyone with continuing privileges of the hall will store away any items kept in the hall when these items are not in use.
5. No altering of the stage, walls, or other parts of the hall will be allowed without written City Permission.
6. All entrance and exit ways shall be kept cleared whenever the hall is in use.
7. The City will furnish garbage bags and cleaning supplies. A disposal fee of \$3.00 will be deducted for each bag of trash left at the hall.
8. Tables and chairs will be left in approximately the same arrangement as found.
9. The kitchen is to be used for serving only.
10. All kitchen items used will be washed, dried, and put away.
11. Tables will be washed after use.
12. Floors will be swept and mopped after use.
13. All doors and windows will be closed and locked before leaving.
14. Lights and fans are to be off when leaving.
15. Persons using the hall may have use of it after 4:00 p.m. the day before the reserved date for the purpose of set up and decorating and until 12:00 p.m. the day after the reserved date for the purpose of clean up. This is only provided it does not interfere with other reserved uses and with direct permission from the Clerk's office.
16. The user(s) has/have toured the facility and states to the City that the facility is in good and clean condition, that it is safe to be used for the purposes intended and that the undersigned will not allow any activity to be conducted during the time which it uses the facility which will or could lead to damage to personal property or personal injury to any person whatsoever.
17. The user(s) agrees to be completely responsible for all loss, damage or claims made by any person or party, which concerns use of the facility during the time the user(s) is using the Emily City Hall. If claims are made against the City, the user(s) agrees to defend the City, its officers, council members, employees and agents harmless from and against any and all claims and liabilities, including attorney's fees, as to any claims for damage or loss which arise or could have arisen out of the use of the facility by the lessee. If the user(s) does not defend, indemnify and hold the City harmless pursuant to the provisions of this agreement, then the City may institute an action against the user(s) and all persons using the premises for recovery of all expenses and costs incurred by the City for failure to defend, indemnify and hold the City harmless pursuant to the provisions of the paragraph.

Non-compliance of these rules may lead to deposit forfeit and/or no further use of the hall.