

# Building Use Regulations

1. Rooms must be left clean. All tables and chairs should be clean and returned to their original set-up. Basic cleaning supplies are available for your use to clean-up spills and other accidents - please ask the Guest Service staff for assistance. If upon arrival your room is not clean, please report to the Guest Service staff immediately for resolution of the problem.
2. You are responsible for any damage to the building and/or room caused by your group including a failure to clean-up after your event. Time for cleaning-up after your event is to be within the time frame specified in your reservation. Your damage deposit will be used to cover maintenance/clean-up costs caused by your event.
3. Please arrive and depart at the specified reservation times. Please remember that the time needed to set-up your event and clean-up after your event are to be within the time frame specified in your reservation. Variations from these times will result in additional charges to cover building rental and Guest Service staff time.
4. If you are planning to decorate the room for your event please remember:
  - § Inform scheduling staff of your decorating intentions - failure to do so may result in no decorations allowed at your event.
  - § Due to Minnesota fire code statutes, no open flames are permitted (e.g. candles).
  - § Party favors such as glitter and confetti are not permitted.
  - § Adhesive tapes (duct, masking, transparent) can damage paint. Your damage deposit will be used to repair damage caused by taping decorations to walls, ceilings, and other surfaces.
  - § All decorations must be removed by the end of the reservation, including helium-filled balloons that may have floated to the ceiling.
5. Tobacco use and/or gambling are not permitted in any Anoka County building.
6. Beer and wine is permitted. No hard liquor. Anoka County requires that you provide a Certificate of Insurance, indicating date of event, with "County of Anoka, 2100 – 3<sup>rd</sup> Ave, Anoka, MN 55303" named as additional insured. Also, a Hold Harmless Agreement issued by the Parks and Recreation Department is required. Scheduling staff can provide you detailed information regarding these requirements.
7. Groups are responsible for bringing all supplies necessary for their event including extension cords, coffee makers/pots, overhead projectors, slide projectors, etc.
8. Lobby areas are public use areas, not part of your reserved space. Please respect the public's right to easily use the building. Tables are permitted in the hallway of the Activity Center Building by Special Use Permit only.
9. You can receive up to an 80% refund on your event if it is cancelled 14 days or more before its scheduled date, otherwise no refund will be issued.
10. Some parks require a \$5.00 daily or \$25.00 annual vehicle entry pass to be displayed on each vehicle entering the park.
11. A "no show" fee will be assessed to all Anoka County Departments, Extension, 4H, and other governmental agencies who fail to notify Parks and Recreation at least five business days advance notice for cancellations of reservations made for any facility, on any day, at any time. The fee will be equal to 50% of a full-price rental of the facility. An invoice will be generated and sent.
12. For park ranger assistance after regular business hours (Monday through Friday 8 a.m. – 4:30 p.m.), please use pager #612-530-1470, and leave your call back phone number. During regular business hours please call 763-757-3920. Thank you and enjoy your experience.

