



Initiative Foundation Meeting Room Guidelines

It is our desire to be good hosts as well as good stewards of this property so that we can preserve it for future community use. The Initiative Foundation reserves the right to deny requests for building usage and to waive certain fees, as it deems appropriate. Meeting room information and guidelines are as follows:

Room Description	Dimensions	Classroom Capacity	Auditorium Capacity	Non-Profit Rental Fee	For Profit Rental Fee
Community Room A	36' X38'	60	80	\$50.00	\$125.00
Community Room B	17' X34'	20	20	\$25.00	\$75.00
Community Room (full)	53' X35'	80	100	\$75.00	\$200.00
Conference Room	20' X11'	12	12	\$25.00	\$50.00

Services included - The rental fee includes the use of tables, chairs, easels (not paper), portable screens, overhead, TV/VCR, DVD, sound system with microphones, extension cords, and access to the serving kitchen and restrooms.

Additional Charges - Not included in the rental fee is the use of coffee service, pop, bottled water, flip chart pads of paper, or kitchen supplies. There will be additional charges assessed for opening or closing before or after regular business hours of 8:00 a.m. and 4:30 p.m. Janitorial services are required for groups of 50 or more. If it is necessary to have the parking lot cleaned of litter (e.g. cigarette butts), groups will be charged an additional \$25. Any damage to Initiative Foundation property will be billed back to the user.

Organizations will be invoiced for the room rental fee plus additional fees for the following supplies or services (rates are subject to change):

Coffee service	\$5 (10 cups)	\$10 (30 cups)	\$15 (55 cups)
Pop	50¢ each		
Bottled water	50¢ each		
Flip chart pads of paper	\$30 each		
Janitorial Services	\$50 (for groups of 50 or more; also charged if room is not cleaned upon exit for smaller groups; \$25 for parking lot litter)		
After-hours open/lock-up	\$25 each trip		

User Responsibilities - The user agrees to accept the following responsibilities:

- Room setup, including table & chair arrangements.
- Arrangements, in advance, for use of equipment, pop, or coffee.
- Arrangements for any catering services.
- Wash all dishes used including coffee pots, thermal pots, water pitchers, etc. according to Morrison County and State of MN public health standards (instructions are posted directly above the sink in the kitchen).
- Miscellaneous room cleaning (for groups less than 50), see User's Checklist.

If janitorial services are not utilized, the following tasks are also the responsibility of the user:

- Wash all tables and kitchen counters with a spray solution of one tablespoon of bleach to one gallon of water.
- Brush off chairs with a dry, clean cloth.
- Vacuum carpet.
- Empty all waste receptacles into the dumpster located in the shed, on the north side of the building.
- Replace stackable chairs, if used.

Prohibited activities – The user agrees:

- No alcohol is allowed on the premises.
- No smoking is allowed except in designated, outdoor area.
- No items will be tacked to walls or woodwork.
- No signs will be placed in any windows.
- No commercial sales.
- Any advertisement or publicity about your event must indicate the Initiative Foundation is a meeting location AND is not endorsing or sponsoring the event.
- No candles
- No access to offices across from the community room.
- Any beverages with red dye will stain the carpets.

Housekeeping Reminders – The user agrees to announce to their guests the following “housekeeping reminders”:

- The Initiative Foundation is a smoke-free facility. Smoking is permitted in the outdoor, designated area only. This area is located out the north door, located near the kitchen area. Please be respectful and keep this area clean. Any persons not demonstrating respectful behavior for the people, facility, and grounds will be asked to leave.
- A phone is available in the main lobby area for local calls and/or long distance calls with the use of your calling card.
- Please use the receptacles provided in the back of the room to recycle pop cans and plastic water bottles.
- Restrooms are located in the alcove across the hall.

Questions and comments may be directed to Lois Kallsen, Office and Facilities Assistant or Lynn Houle, Director of Finance and Operations at 320-632-9255.