



# Moore Lake Community Building

Rental Fees and Guidelines

3-1-2024





## Moore Lake Community Building Rental Fees and Guidelines

### Rental Guidelines

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### 1. How to Reserve the Moore Lake Community Building

Reservations for the Moore Lake Community Building are available online through the City of Fridley's website at: <https://www.fridleymn.gov/198/Facility-Equipment-Rentals>

To begin, click on 'Request a Rental', this will direct you to the reservation request system. Available dates will be shown along with applicable fees. You will need to login to your account to finalize the reservation. If you have not already created an account, please do so. Assistance is available by calling the Fridley Parks and Recreation office at (763)572-3570.

### 2. Rental Fees and Hours

The Moore Lake Community Building is available for community rental use daily from 8:00 am to 9:00 pm, except the following holidays: New Year's Eve, New Year's Day, Easter Sunday, Juneteenth, July 4<sup>th</sup>, Thanksgiving Day, Christmas Eve, Christmas Day. Holiday availability may be subject to change.



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**Building Rental Capacity: 72 Guests Seated or 100 Open House**

Rental Days	Rental Hours	Resident* and Non-profit Rate	Non-Resident rate	Damage Deposit	Optional Building Monitor**
<b>Mon- Thurs Fri Morning</b>	<b>Half day 1</b> 8 am–2 pm	<b>Half day 1 or 2</b> \$150 + tax	<b>Half day 1 or 2</b> \$225 + tax	<b>\$200</b>	<b>\$25/hourly</b> 2-hour minimum
	<b>Half day 2</b> 3 pm–9 pm				
	<b>Full day</b> 8 am–9 pm	<b>Full day</b> \$225 + tax	<b>Full day</b> \$337.50 + tax		
<b>Fri Evening Saturday Sunday</b>	<b>Half day 1</b> 8 am–2 pm	<b>Half day 1 or 2</b> \$250 + tax	<b>Half day 1 or 2</b> \$400 + tax	<b>\$200</b>	<b>\$25/hourly</b> 2-hour minimum
	<b>Half day 2</b> 3 pm–9 pm				
	<b>Full day</b> 8 am–9 pm	<b>Full day</b> \$375 + tax	<b>Full day</b> \$600 + tax		

\* Includes individuals and Fridley businesses

\*\* See Rental FAQ's for more information on optional building monitor option

### 3. Damage and Code of Conduct Deposit

The Moore Lake Community Building is a shared resource for Fridley residents and was constructed to provide a sense of community and civic pride. Attention to cleaning, maintenance and housekeeping will provide decades of enjoyment of this beautiful facility. **All renters will provide a fully refundable damage and conduct deposit of \$200 per rental, which will be charged to a credit or debit card and issued as a refund after an inspection of the facility and review of the rental report has been completed.**

Staff retains the right to not return the damage and conduct deposit, as well as to seek reimbursement for additional damages when cleaning has not been completed, the code of conduct has been violated, or damage has been incurred to the facility by the rental group. Rental parties will sign an agreement as part of the rental process, agreeing to the terms of the Damage and Code of Conduct policy.



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### 4. Code of Conduct

- No driving or vehicle use is permitted outside of the designated parking areas.
- Candles or other open flames, with the exception of products designed to warm a chafing dish operated by a caterer licensed by Anoka County, are prohibited.
- Alcohol is prohibited in Moore Lake Park and the Moore Lake Community Building.
- Tobacco, vaping, and recreational cannabis are prohibited in Moore Lake Park and the Moore Lake Community Building
- Glitter, confetti, helium balloons and pinatas are prohibited in the Moore Lake Community Building
- Push pins, tape, nails, putty or other fasteners or adhesives may not be used to hang or display items from walls, columns, or ceilings.
- Rentals are limited to the time periods defined in the rental contract. Accessing or attempting to access the rental space outside of the times designated in the rental contract is prohibited. Failure to vacate the building by the time specified in the rental contract will result in loss of deposit.
- Amplified music is not permitted outside of the Moore Lake Community Building. An audio system is included in the facility rental with Bluetooth connectivity.
- No animals, except for service animals, are permitted in the Moore Lake Community Building
- Failure to complete the post-event facility cleaning procedure will be considered a breach of the code of conduct.
- Admitting guests to a facility rental in excess of the building seating capacity of 72 persons seated or 100 guests for an open house event will result in loss of the damage and code of conduct deposit.
- Access to the kitchenette is included in the rental agreement. Failure to properly secure or turn off appliances will result in loss of the damage and code of conduct deposit.
- Photos, movies, presentations and other memorabilia displayed in the facility must be appropriate for a general audience and must be shown in compliance with copyright and licensing requirements.

### 5. Decorating Guidelines

The Moore Lake Community Building was designed to provide a beautiful and festive space for meetings and gatherings. No items may be adhered or affixed to the windows, doors, walls, columns or ceilings in any way, shape, or form. Acceptable activities include:

- Tables are available to display photographs or memorabilia.
- The audio/visual system may be used to project photos or presentations.
- Freestanding decorations may be placed on the floor.
- Freestanding sandwich boards may be placed in designated locations to indicate building use or occupancy.



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- Centerpieces or other table-top decorations are permitted.
- Candles and other open flames are prohibited

### 6. Facility Setup and Cleanup

The Moore Lake Community Building features both circular and rectangular tables with stacking chairs for a wide variety of meeting and event setup options. Rectangular and round tables tilt vertically and are on casters for easy setup and efficient storage. Stacking chairs may be easily moved using provided carts. Rental groups are responsible for setup of tables and chairs for their event and for completing the basic cleaning checklist provided. Staff will stack chairs and move tables to the designated storage room.

After each facility rental, the rental party is asked to complete the following as part of the facility use agreement:

- Wipe down or rinse any food service areas and amenities that were used including the kitchen counters, refrigerator, coffee maker, tables, microwave oven, and kitchen floor using the cleaning kit found in the kitchenette.
- Use the provided broom and dustpan to sweep up any noticeable food scraps, crumbs, or spills on the floor of the kitchen or community room.
- Place all garbage, recycling, and organics into the provided containers.
- Wipe down all tables and chairs used for your event using paper towels and water from the kitchenette.
- Remove **all** items brought into the facility. Do not leave any food, utensils, condiments, coffee sugar or creamer, water or beverages.
- Notify staff immediately of any damage, incidents, spills, injuries, or problems with the facility such as the AV system, plumbing, electrical outlets, or door locks.

### 7. Catering Guidelines

If you choose to have your event catered:

- **All alcoholic beverages are prohibited.**
- Caterers are only allowed to access the facility during your specified rental period.
- Caterers are responsible for linens, serving items and all tableware items.
- Commercial catering vehicles (food trucks) must be registered with the City of Fridley and approved as part of your rental agreement.
- Please ask your caterer to use washable plateware and silverware or to use compostable items during the catering of your event.
- Cotton candy makers are not allowed.

If you choose to self-cater your event, follow the listed guidelines:

- **All alcoholic beverages are prohibited.**
- Cotton candy makers are not allowed.



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- The kitchenette contains: a small refrigerator with freezer, a microwave, running water, electricity, and counter space. Additional servings space may be created by using tables along the north wall with access to electrical outlets.
- There is no stove or oven available for cooking. Fully cooked food should be brought on site using crock pots, electric roasting pans, or similar warming devices.
- Access to electrical outlets is included in the catering kitchen.
- You are responsible for your own linens, serving items and all tableware items.
- Use of compostable or reuseable products is required and composting containers are available in the facility. Compostable flatware and silverware may be purchased as an add on to your rental agreement.

Moore Lake Community Building is a Zero Waste Facility. Compostable event packages containing silverware and plateware for fifty is available for purchase as part of your rental. Instructions for pickup of these items will be included in your rental contract.

Please contact the City of Fridley Environmental Planner with questions regarding the zero waste facility program at (763)572-3594.

### **8. Event Parking**

The Moore Lake Park south parking lot, servicing the community building, includes 50 parking spaces. These spaces are non-reservable and are also used for general park use. Rental groups may not restrict access to parking for any other park guests. Overflow parking for events and facility rentals is available in the north parking lot and along Central Ave. NE.

### **9. Cancellation Policy**

- More than 30 days prior to rental date: 100% refund
- 14-30 days prior to rental date: 50% refund
- Less than 14 days prior to rental date: no refund
- No refunds are given due to weather conditions unless the park or facility is officially closed due to severe weather conditions.

### **10. Facility Rental FAQ's**

#### **What are the benefits of adding an optional building monitor to my facility rental?**

An optional building monitor is available for an additional \$25 per hour for your rental of the Moore Lake Community Building. This staff member can assist in opening and closing the facility, setting up tables and chairs, greeting guests and operating the Audio-Visual system. They can also provide assistance as you complete the basic cleaning checklist at the conclusion of your event. The building monitor can





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be scheduled for a minimum of two hours of time and can be present for a portion of your rental if assistance is not required for the entire event.

A staff member may not be requested for more than one time period during your rental period. For example, a staff member may not be requested for the first two hours and the last two hours of your rental.

#### **What responsibilities are not included in having an optional building monitor?**

The optional building monitor can help your event or meeting run smoothly by helping with things like building access, setup, and use of the AV system. The building monitor will not assist with food or beverage preparation or serving. The monitor may assist you with the basic cleaning checklist but does not excuse the renter from excessive cleanup or damage charges that may be incurred.

#### **What “extras” are included in my facility rental?**

Facility rental includes exclusive access to the enclosed portion of the Moore Lake Community Building including interior restrooms, community room, kitchenette, and south patio.

#### **What is not included in my facility rental?**

Rental of the Moore Lake Community Building does not include exclusive access to the open-air portion of the building. This area will remain open to the public at all times. Building rental does not include exclusive access to parking, playground, courts, fishing piers, trails or any other park amenities except the building and south patio. Several “space reserved for private event” signs are available in the building and may be placed at the entrance and patio to discourage public use.

#### **How do I get into the building?**

When you arrive at the building the doors will be locked. Use your unlock code to open the doors. The doors will remain unlocked for your guests to arrive during your reservation. When you leave the building use the lock code to secure the building. The codes will only be active during the time of your reservation. You are financially responsible for any damage/theft that occurs due to failing to secure the building.

If the unlock and lock codes are not working, please call the number listed on your Unlock/Lock Code Instruction guide (this will be sent to you via email prior to your reservation date).



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#### **What if someone comes into the building during my event or rental?**

You will have code to unlock the Moore Lake Community Building when you arrive and a code to lock it when you leave. Please display your rental permit in the display case at the building entrance to notify the public that the facility is rented for a private event. Restrooms are available in the open-air portion of the building for park visitors. If there is a conflict with a park user or an individual does not respond to a polite request to leave the facility, please call 911 and ask for assistance from Fridley Public Safety.

City of Fridley staff may enter the building at any time during your rental period to monitor use of the space, conduct maintenance or perform administrative tasks.

#### **What can I do with the Audio-Visual system?**

Rental groups may use the audio-visual system to play music or display onto the presentation screen. A computer is not provided but a variety of inputs including USB-C and HDMI are available to connect to the system. Cell phones may be used to connect to the audio system to play music using a Bluetooth connection. Laminated instruction cards are located at the kiosk and wall panel for the AV system.

Renters are responsible for providing a laptop computer for presentations or slideshows.

#### **What do I do if there is a problem with the restrooms?**

It is unlikely that you will experience issues with the restrooms during your facility rental. However, if a restroom needs to be removed from service, an out of order sign is located in the catering kitchen. Please place this sign at the restroom doorway and notify staff immediately after your rental period.

#### **How many items can I plug in to keep my food warm in the kitchenette?**

Typically, up to four crock pots or roasters may be plugged into outlets in the catering kitchen. Additional items may be plugged into wall outlets on the perimeter of the community room using tables to create expanded counter space. Please do not use extension cords or power strips to plug multiple food warming devices into a single outlet.