



2020
KLAPPRICH WARMING HOUSE
FACILITIES USE PERMIT

Permission is requested by _____
(Name of Individual or Organization)

To use **KLAPPRICH WARMING HOUSE** for the purpose of:

Contact Person: _____

Home Phone: _____ Work Phone: _____

Signed: _____
(By signing this document I agree to the attached policy)

Address: _____

City: _____ Zip: _____

Date Facility is to be used:

				From	Time	To
_____	_____	_____	_____	_____	_____	_____
(Day of Week)	Month	Day	Year			

Special Requests/Arrangements: _____

TO BE COMPLETED BY CITY

Fee Amount Collected: \$ _____ Damage/Cleaning Deposit Collected: \$ _____

Approved by: _____
(Name) (Title)

AFTER EVENT:
Date Inspected: _____ Damage Deposit Returned to: _____

2020 WARMING HOUSE USE POLICY

- CAPACITY:** Inside capacity, due to fire code, is limited to 25 persons.
- USE:** Passive use only (e.g. family reunions, receptions, meetings, birthday parties, ball games, school functions.)
- RESTRICTIONS:** No.....dances, wedding receptions, gambling, no additional devices shall be brought in such as dunk tanks, bar-b-que pits, inflatables, apparatus, motorized equipment etc. without written pre-authorization from the City of Wayzata. No activity shall start before 7:00 am or run past 10:00 pm on any day. No permit may be reassigned or transferred to any person or organization other than the one making the application.
- PROHIBITED:** Alcohol, drugs, loud music (noise), retail (including sales), adult only themes, charges for activities, smoking.
- SCHEDULING:** Please contact the city parks dept. at 952-404-5363 at least 5 working days prior to your event. The facility is available to Wayzata residents and businesses only. We will require that you fill out a facilities use permit.
- SUPERVISION:** Every group using the facility must be under competent adult leadership. The organization or user group will assume full responsibility for the groups' conduct and for any damage to the building or equipment.
- DAMAGE/ LIABILITY:** The city reserves the right to assign supervisory staff, police or maintenance personnel at an additional cost to the user if the city deems it necessary due to the type of function or activity scheduled. All organizations, groups or individuals may be requested to sign a waiver of liability on a form provided by the city and provide a certificate of insurance as proof of liability coverage.
- FOOD:** No cooking or catering may occur inside the building. Applicants may bring purchased or homemade items such as cakes, pastries, coffee, pop, juice, ice cream, sandwiches, plates, cups and eating utensils. There are no cooking facilities, storage or refrigeration available.
- ROOM REGULATIONS:**
1. Capacity is limited to 25 people
 2. Disorderly conduct is prohibited
 3. Any organization, group or individual reserving the warming house will be fully responsible for any damage to the building, equipment or unlawful acts.
 4. The warming house must be cleaned and left in an orderly condition. No decorations of any kind may be placed on any wall or hanging from any surface.
 5. No alcoholic beverages are allowed. Smoking is prohibited inside of the building.
 6. Gambling is prohibited.
 7. The city reserves the right to deny use of the facilities for any purpose it considers to be unlawful or inappropriate.
- CANCELLATION:** The city reserves the right to cancel any activities in the case of natural disaster, act of god, etc.
- VIOLATION OF RULES:** Violation of these rules may result in the denial of future use of the facility. Denial does not exempt violators from possible prosecution under applicable city ordinances, state or federal laws.
- FEES AND DEPOSITS:** **Facility rental no charge:** city government meetings/events, local private or public school class events.
- FFees: \$100/per day/\$600 annual rate:** public agencies, civic groups, non- profit organizations, residents etc.
- Deposits:** \$275 damage/cleaning deposit will be required for each event.