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**MISSISSIPPI  
WATERSHED  
MANAGEMENT  
ORGANIZATION**

# Facility Rental Policy

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## **POLICY**

The MWMO facility and site may be used by community groups or other partners with compatible missions and goals of the MWMO if the facility or site is not being used by the MWMO staff for its own purposes. Rentals are defined as use of the MWMO space that is not being led or coordinated by an MWMO staff member. Student groups coming for educational purposes and groups interested in tours of the Stormwater Park and Learning Center follow the same submission process but are not considered rentals.

Community members and other partners who use or rent MWMO's rooms must agree to abide by Terms of Use set by the organization (a copy of which will be provided when the space is scheduled for use). Hours of availability and use charges are outlined in the Terms of Use. If use of the space is approved by the MWMO, users will be required to sign an agreement to serve as an understanding by both parties the expectations and terms of use for the space.

The Executive Director will make the initial determination of appropriate use. If the requested use is not allowed by the Executive Director, the applicant may request the MWMO Board of Commissioners to consider the use at a regularly scheduled MWMO Board Meeting. The MWMO board is the final arbiter of appropriateness of use.

## **SOURCE**

This policy expresses the MWMO Board's intent to operate as a public facility while keeping the focus of the facility's use on the MWMO vision, mission, and goals of the organization.

## **DEFINITION OF APPROPRIATE USES**

MWMO's mission includes engaging affiliated groups, such as non-profits, neighborhood associations, business associations, and governmental partners to enhance implementation of MWMO projects and programs. The MWMO wants its space to be used for civic engagement or board meetings, retreats, planning meetings, professional training, or discussions or presentations about topics related to water and natural resource management. The space is not to be used for weddings, birthday parties or other events unrelated to the business functions, the mission or goals of the MWMO.

## **BACKGROUND**

This policy was developed to clarify the use of the facility for both internal and external clients and partners. By clearly stating the intent of use, the facility will be more effectively and efficiently utilized, and the use will be consistent with the MWMO's vision, mission, and goals.

## **Terms of Use**

1. Any group who wishes to use either classroom space must submit a rental request through the MWMO website, [mwmo.org/contact-us/](http://mwmo.org/contact-us/).
  - Payment, if applicable, is due when reservations are approved and must be received by the MWMO two weeks prior to use. The MWMO will hold payments for deposit until after the event has occurred.
  - Cancellations must be made two weeks prior to an event in order to receive a refund. The MWMO is not responsible for events cancelled due to inclement weather.
2. Rooms are available Monday-Thursday, 8:00am-8:00pm, Fridays, 8:00am-12:00pm, and Saturdays 9:00am-5:00pm. Rental fees are as follows and go to cover the cost of employee time and overhead in setting up and coordinating events;
  - < 2 hours- no fee charged for use
  - > 2 hours- \$25
  - All day use- \$50
  - Use after 4:30pm- \$150
  - Saturday use- \$150 (first 4 hours), \$50 per each additional hour
  - Kitchen use- \$50
3. Room use after 4:30pm Monday – Thursday and Saturdays require a staff member to be present in the building. If no staff member is available use of the space will not be granted. There are no hours of availability on Sundays.
4. The Executive Director may expand hours, if requested, and MWMO staff is available to secure the facility. The Executive Director may waive rental charges.

5. Mini, Planning, and Action grant recipients requesting use of the facility for purposes of their grant will not be charged a fee for use of the space. All other terms of use as stated previously remain in effect.
6. If requested use is for consecutive days, only one rental request is required. If requested use is for multiple days not occurring consecutively, an individual rental request is required for each date.
  - Consecutive day reservations are defined as a rental request that occurs over the span of multiple days in a row. Consecutive day reservations are considered on a case by case basis but generally will not be approved if the number of days for consecutive reservation is greater than three in order to allow other use of the space by other groups and the MWMO staff.
7. Considerations are the following:
  - Chair only seating has a maximum capacity for 75 people.
  - Table/chair seating has a maximum capacity for 50 people in a classroom style arrangement in the dry classroom.
  - The total capacity for the classrooms is 120 (75 in the dry, 45 in the wet respectively).
  - Rooms may be used with or without furnishings; if tables and chairs are used, they must be set up by those using the rooms and returned to their original space after completion of use. The administrative staff will coordinate furnishings needs with the applicant.
  - Parking on site is limited. Please confirm with the administrative staff the estimated number of vehicles and develop the most efficient parking plan. Designated parking locations and public transit information are provided after rooms are approved and scheduled.
  - The MWMO “kitchen” is not certified for catering. No food preparation is allowed on site due to health regulations. Pre-prepared or catered food is allowed.
    - Any food or beverages served at events must be served on/in materials that are certified as compostable, reusable, or recyclable. The MWMO will provide these materials to all reservations, the cost of which is covered by the above rental fees.
    - Excessive amounts of compost, trash, or recycling created by occupants must be removed off site after room use. The MWMO supports recycling and reuse whenever possible.

- If music is played, noise levels must be reasonable and in accordance with Minneapolis law.
- The administrative staff will verify the rooms are left clean. If the room is left in poor condition, a charge may be added to cover the cost of cleaning.
- The MWMO is a non-smoking facility and is also drug free.
- No open flames are allowed.
- No tape may be left on walls and windows.
- If MWMO equipment is used and broken, there will be an extra charge commensurate with damage sustained.
- If rooms are not left in the order they were found, there will be an extra charge commensurate with extra set up/cleaning charges by the MWMO.
- Applicants are required to supply their own computers and adaptors in order to connect to the MWMO AV systems.
- Attendees (both those making the reservation and those generally in attendance) will be provided an anonymous feedback link after the event takes place in order to inform future decision making in regards to use of the space. Feedback is encouraged but not required.