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**MISSISSIPPI  
WATERSHED  
MANAGEMENT  
ORGANIZATION**

# Facility Rental Policy

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## **POLICY**

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

Community members and other partners who use or rent MWWMO's rooms must agree to abide by Terms of Use set by the organization, hereby attached and made part of this policy. Hours of availability, use charges, and use expectations are outlined in the Terms of Use. If use of the space is approved by the MWWMO, applicants 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 MWWMO Board to consider the use at a regularly scheduled MWWMO Board Meeting. The MWWMO board is the final arbiter of appropriateness of use.

## **SOURCE**

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

## **DEFINITION OF APPROPRIATE USES**

MWWMO's mission includes engaging affiliated groups, such as non-profits, neighborhood associations, business associations, and governmental partners to enhance implementation of MWWMO projects and programs. The MWWMO 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, natural resource management, and the environment. 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 MWWMO.

## 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. Requested use of MWMO space requires submission of a rental request through the MWMO website, [mwmo.org/contact-us/](http://mwmo.org/contact-us/).

Cancellations must occur a minimum of two weeks prior to the reservation in order to receive a refund for charges incurred. The MWMO is not responsible for cancellations due to inclement weather and will reasonably accommodate a rescheduled date.

2. Requests for use of the space must be made a minimum of two weeks prior but no more than three months in advance to the date requested. Requests occurring less than two weeks prior will not be granted. The MWMO will reasonably accommodate requests less than two weeks prior on a discretionary basis.
3. The dry classroom is the only room available for reservation. The wet classroom is reserved for MWMO use and programming. If the wet classroom is not in use by the MWMO, it may be used as a staging area for things such as sign-in sheets, food, and beverage serving.
4. Rooms are available Monday-Thursday, from 7:30am-8:00pm and Fridays from 7:30am-12:00pm. Use after noon on Fridays and on weekends is not permitted.
5. Room use after 4:30pm requires a staff member to be present in the building. If no staff member is available use of the space will not be granted.
6. Rental fees are as follows and go to cover the cost of employee time and overhead in setting up and coordinating reservations. Time requested must include set-up and take-down time.
  - < 2 hours- no fee charged for use
  - > 2 hours- \$10 per additional hour of use
  - Groups of 20 or more using the space for +2 hours and MWMO supplies-\$15
  - Kitchen use- \$15 (includes use of compostable supplies, coffee makers, utensils, etc.)
  - Use after 4:30pm- \$150

7. Payment and agreement, if applicable, is due when reservations are approved and must be received by the MWMO prior to the reservation date. Failure to provide payment or a signed agreement may result of revocation of the reservation. The MWMO reserves the right to reject future reservations based on prior reservation history.
8. The MWMO reserves the right to waive rental fees or expand hours, if requested. MWMO staff must be present to secure the facility if hours are expanded beyond 4:30pm.
9. 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 when used in the time frame described in section 4. All other terms of use remain in effect.
10. 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 for allow other use of the space by other groups and the MWMO staff.

11. Food preparation is not permitted on site; only pre-cooked/packaged or catered food is allowed.
12. Reservations serving food and/or beverages must use MWMO compostable supplies or supply their own compostable/recyclable/reusable materials. Styrofoam and other non-compostable/recyclable/reusable materials are not permitted.

Caterers used must abide by these criteria and a list of caterers previously used by other reservations is available upon request. The MWMO reserves the right to modify this list at any time. MWMO makes no recommendation or endorsement of the caterers.

13. Other space specifications are as follows:
  - Maximum capacity of chair only seating is 75.
  - Maximum capacity of table/chair seating is 50.
  - The MWMO has available to all reservations the following materials: compostable plates, bowls, silverware, napkins, and drinkware, serving tongs, spatulas, and spoons, air pots and coffee maker, coffee, tea, sugar, and creamer, and large serving bowls and platters.

- AV systems are hardwired and are able to connect to computers via VGA/audio and HDMI cables. Microphones and the ability to play VHS and DVD's is also available. Reservations are required to supply their own computers and adaptors.
- Administrative staff will coordinate with reservations the set-up needs of the space. Upon completion of the reservation rooms should be reasonably returned to their original set-up unless otherwise directed by administrative staff.
- Parking on site is limited. Designated parking locations and public transit information can be found at [mwmo.org/contact-us](http://mwmo.org/contact-us) and will also be provided after rooms are approved and scheduled.
- Noise levels must meet in accordance with Minneapolis code Chapter 389.
- The MWMO building and grounds are smoke and drug free.
- No open flames are allowed.
- No tape may be left on walls and windows.
- If MWMO equipment is used and broken due to misuse or neglect, an extra charge commensurate will be incurred for damage sustained.
- Attendees (both those making the reservation and those in attendance) will be provided an anonymous feedback link after the reservation takes place to inform future decision making in regards to use of the space. Feedback is encouraged but not required.