



2522 Marshall Street NE
Minneapolis, Minnesota 55418-3329

612-746-4970
contacts@mwwmo.org

mwwmo.org

**MISSISSIPPI
WATERSHED
MANAGEMENT
ORGANIZATION**

FACILITY RENTAL POLICY

The Mississippi Watershed Management Organization (MWWMO) facility and site may be used by community groups or other partners with compatible missions and goals of the MWWMO if the MWWMO staff is not using the facility or site for its own purposes. The MWWMO defines rentals as the use of MWWMO space not being led, partnered on, or coordinated by an MWWMO staff member. Groups coming in for educational programs or tours led by MWWMO staff are not considered rentals.

Community members and other partners who use or rent MWWMO's rooms must agree to abide by the Terms of Use set by the organization, hereby attached and made part of this policy. The Terms of Use outline hours of availability, use charges, and use expectations. If the MWWMO approves use of the space, applicants will be required to sign an agreement to serve as an understanding of the expectations and terms of use for the space by both parties.

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 of Commissioners 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 nonprofits, neighborhood associations, business associations, and governmental partners to enhance the implementation of MWWMO projects and programs. The MWWMO wants its space 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, 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 at 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 reschedule date.

2. Requests for use of the space must be made at least two weeks prior but no more than three months before 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. 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 8 a.m.–4:30 p.m., and Fridays from 8 a.m.–12:00 p.m. Use after noon on Fridays and on weekends is not permitted.
5. Rooms are available for a maximum of four hours. This time limit includes set-up and take-down.
6. Consecutive day reservations will not be permitted. If requested use is for multiple days not occurring consecutively, an individual rental request is required for each date. Exceptions for continuous, recurring meetings are at the discretion of the MWMO.

Consecutive day reservations are defined as a rental request that occurs over the span of multiple days in a row.

7. If no MWMO staff member is available, use of the space will not be granted.
8. 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.

- Refundable Security Deposit—\$50
The MWMO will hold and return the deposit, less fees incurred, within five business days of the conclusion of the reservation and inspection.
 - Groups of 20 or more using the space —\$15
Covers facility and custodial costs for accommodating large groups.
 - Use of MWMO Provisions—\$15
Includes use of compostable dishes and flatware, coffee makers, water pitchers, coffee, tea, creamer, and sugar and sweetener. Available upon Applicant request at least two weeks prior to event.
 - If applicable, payment and agreement are due when reservations are approved and must be received by the MWMO before the reservation date. Failure to provide payment or a signed agreement may result in revocation of the reservation. The MWMO reserves the right to reject future reservations based on prior reservation history.
9. 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 4:30 p.m.
 10. Food preparation is prohibited on site. Only pre-cooked, packaged, or catered food is allowed.
 11. Reservations serving food or beverages must use MWMO compostable supplies or supply their own compostable, recyclable, or reusable materials. Styrofoam, plastic water bottles, and other non-compostable, recyclable, or reusable materials are prohibited.
 12. Other space specifications are as follows:
 - Maximum capacity of chair-only seating is 75.
 - Maximum capacity of table-and-chair seating is 50.
 - The MWMO has the following materials available to reservations upon Applicant request for an additional \$15 fee: compostable plates, bowls, flatware, napkins, and drinkware, serving tongs, spatulas, and spoons, air pots and coffee maker, coffee, tea, sugar or sweetener, and creamer, and large serving bowls and platters.
 - A/V systems are hardwired and are able to connect to computers via HDMI, USB-C, and Lightning cables. Wireless connection through a USB-C Clickshare system is also available. The system includes wireless microphones and PA as well as built-in room cameras and microphones for videoconferencing. 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, and street parking is encouraged. Designated parking locations and public transit information can be found at 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.