

6.10 Facilities Rental and Fees Policy

Central Lakes College (CLC) is an agency of the State of Minnesota. CLC encourages the community to use facilities when they are not in use by students or staff to conduct curricular or extracurricular programs. All persons are welcome to attend public activities or meetings and to use the area properly, as scheduled or made available under the provisions of this policy.

This policy and rental fees schedule apply to non-profit/for-profit groups, as well as individuals or groups from the local community and school districts, for related programs or purposes benefiting the community and school district.

1. PROCEDURES:

- A. The application for using the buildings or grounds must be submitted through CLC facility reservation personnel and approved by the Vice President of Administrative Services, the Dean of the Staples Campus, or their designee.
- B. The facility use agreement, certificate of liability insurance coverage, and 501(c)(3) form (if applicable) must be completed and approved in advance of using the facility.
- C. The rental charge will be determined in accordance with the rental rate schedule outlined in this policy.
- D. All events/activities should be scheduled at least two weeks (14 days) in advance to allow CLC to make the necessary arrangements for security/maintenance to use facilities. If an event/activity is scheduled with less than 2 weeks' (14 days') notice and is approved, CLC reserves the right to charge the rental group the cost of maintenance and security.
- E. Either party may cancel this agreement at any time, for any reason, upon ten (10) days of written notice to the other party.

2. GENERAL RULES AND REGULATIONS:

- A. All organizations using CLC facilities shall be responsible for any vandalism and shall reimburse CLC for the full value of any damage or theft of property. In addition, the organization or the individual representing the organization who uses CLC facilities shall assume full responsibility for injury to persons and damages to property that may occur due to their use of CLC facilities.
- B. A completed Facilities Use Agreement, which requires proof of insurance and compliance with other agreements and conditions, must be approved by the Vice President of Administrative Services, the Dean of the Staples Campus, or their designee before facilities can be scheduled. Before using the college facilities, all non-college groups, organizations, and individuals must complete a Facilities Use Agreement. The person signing the Facility Use Agreement is responsible for ensuring the group's compliance with all applicable policies and fees for the event. Whenever possible, facility usage should be scheduled at least fourteen (14) days in advance of the activity, and the right to schedule up to 120 days in advance should be reserved. Facility use is dependent upon room and staff availability. All paperwork must be completed at least two weeks before the event to allow adequate planning, including staffing arrangements.

The licensee agrees to maintain the Facilities in a clean and sanitary condition. After the licensee finishes using the Facilities, MinnState will inspect them and make any necessary repairs or replace any missing or destroyed property as deemed appropriate. MinnState will then submit an invoice to the licensee for the repairs or replacement of missing items, which the licensee agrees to pay within thirty (30) days. However, if the repair or replacement cost exceeds \$500, MinnState shall be entitled to obtain payment of the said amount from the licensee in advance. This provision will survive the termination of this Facilities Use Agreement.

- C. "Normal work hours" refer to 7:00 am to 10:00 pm, Monday through Friday, and as needed on Saturdays and Sundays (Brainerd Campus). Additionally, work hours are 7:00 am to 10:00 pm on Thursdays and 7:00 am to 6:00 pm on Fridays, with the campus closed on Saturdays and Sundays (Staples Campus).
- D. CLC shall not be liable for any suits, actions, or claims of any character for injury, death, or property damage made by or on behalf of any person or persons, firm, or corporation arising out of the conduct, management, or use of the Premises by PERMITTEE or arising out of any work or thing whatsoever done in or about the Premises or structures or equipment therein when such has been authorized by PERMITTEE, except as such injury, death or property damage is attributable to CLC's negligence as determined by a court of law. PERMITTEE shall indemnify CLC and hold it harmless from all such suits, actions, or claims.
- E. The custodian/security on duty will supervise the operation of the physical plant and shall not be required to manage groups or activities when the CLC buildings are in operation. Any community group may not occupy a building unless a custodian/security is present. A CLC employee may substitute for the custodian with prior permission from the Vice President of Administrative Services, Dean of the Staples Campus, or designee.
- F. It shall be the responsibility of the organizational leaders to confine the use of the facilities rented to members of their group to the purpose and function specified in the rental agreement.
- G. Food Service is available at both locations through the existing food service provider. The contact numbers for Brainerd are 855-8046, and for Staples are 894-5127. The CLC kitchen is currently unavailable to anyone other than the designated food service provider.
- H. Coffee and cookies may be served without using the kitchen, but the renter is responsible for cleaning up the facility. A fee will be assessed for damaged, lost, or stolen equipment or facilities, or for unclean equipment or facilities.
- I. Organizations utilizing the facilities must vacate buildings by 10:00 pm unless prior arrangements and approval have been made. Programs must be concluded in time for the building to be cleared under the terms of the rental agreement. Any additional time required to clean up after an organization's use of the facility shall be charged to the organization in addition to the rental schedule.
- J. An authorized/designated person from the organization must always be present to accept responsibility for the organization's conduct, the care of the building, and the equipment used by all groups using CLC facilities.

- K. CLC is a tobacco-free college. Therefore, smoking is prohibited on campus or within 20 feet of any door. (This includes cigarettes, chewing tobacco, cigars, e-cigarettes, and marijuana.) Smokers must return to their vehicles to smoke.
- L. Except as provided in CLC Policy 5.18 Alcoholic Beverages or Controlled Substances on Campus, the possession, sale, or distribution of alcoholic beverages and 3.2% malt liquor at Minnesota State Colleges and Universities and institution-sponsored events on or off-campus are prohibited. In writing, the CLC President must pre-approve any exceptions to this policy. Requests may be directed to the Vice President of Administrative Services.
- M. No person is permitted to carry or possess a firearm on system property. CLC adheres to the [Minnesota State Policy 5.21, Possession or Carry of Firearms.](#)
- N. A group must obtain prior approval to bring in any organizational equipment and remove all equipment immediately after the event unless special permission is granted in advance by CLC.
- O. A group renting the facility cannot assign or transfer the right or responsibility to use CLC facilities.
- P. For events held after regular working hours and/or on weekends, a facility service fee of \$50 per hour, with a minimum of 2 (two) hours, shall be charged. A Technician fee of \$50 per hour is required if attendance is required for a special event.
- Q. Violating any rules governing the use of CLC buildings by any person or organization shall be sufficient grounds for canceling the scheduled use of facilities or denying a future application.
- R. PERMITTEE shall be considered an independent contractor, not an employee or agent of CLC.
- S. All personal property in or about the Premises belonging to or placed therein by PERMITTEE or its occupants or visitors shall be there at the sole risk of PERMITTEE or such other person only. CLC shall not be liable for theft or misappropriation thereof, nor for any loss or damage due to the building or any part of the appurtenance thereof becoming out of repair or arising from the bursting or leaking of water, gas, sewer, or steam pipes, or due to the happening of any accident in or about the Premises, including destruction by fire. PERMITTEE hereby assumes all responsibility for security against theft, vandalism, or accidental loss of any kind whatsoever.
- T. CLC visitors do not require a parking permit to park in CLC parking lots; however, parking must follow the [CLC Parking Enforcement Authorization on CLC Campuses Policy and Procedures Policy.](#) Parking lots are to be used only for parking purposes unless prior authorization is obtained from the Vice President of Administrative Services, the Dean of the Staples Campus, or their designee.
- U. Regularly scheduled classes, events, and activities approved and sponsored by the College, including those offered by other higher education institutions approved by Central Lakes College, shall take priority in facility utilization. If a college program or employee group sponsors an event, faculty or staff from such program or group must be present to manage and supervise the event for its duration. Use must be directly related to student clubs and the purposes of the College.

- V. Central Lakes College follows Minnesota State Board Policy 1.A.10, Long-Term Emergency Management, and 4.4, Weather/Short-term. Therefore, emergency closings shall apply to and govern this agreement. Your event facilitator will be notified if the College is closed for a weather emergency.
- W. If a username and password are needed to access the CLC computers, they must be requested at least two (2) weeks before the event. Bringing your laptop to plug in will not require a username and password. However, if you use a high-tech classroom and need to access CLC's computer system, you must have a username and password to get online. Please get in touch with the Facilities Coordinator if necessary, or indicate this on the application.
- X. To schedule use of the Central Lakes College facility at either the Brainerd or Staples campus, please get in touch with the Facilities Coordinator at (218) 855-8158. Current CLC employees can log in and request rooms [online](#). Directions are listed on the SharePoint [site](http://www.clcmn.edu/reserve-a-room/). <http://www.clcmn.edu/reserve-a-room/> For room reservations and refreshments, please get in touch with Amy Johnston at 218-855-8158 or Amy.Johnston@clcmn.edu
- Y. CLC reserves the right to revise building rental rates at any time. It shall be the responsibility of the renting organization to obtain the current rental rates and fees. CLC will not be responsible for contacting individual organizations to inform them of revisions in rental rates.
- Z. CLC rental rates are designed to encourage public use. Payment in full is required within thirty (30) days unless other arrangements are made in advance and approved by the Vice President of Administrative Services. If payment for facility rental is not made, the renting agency will not have access to the facilities until all past building rental fees have been paid. Payment may be made to Central Lakes College, Attn: Cashier, 501 West College Drive, Brainerd, MN 56401.
- AA. The College reserves the right to decline rental of facilities for purposes that are in direct competition with the College.
- BB. All advertisements and promotions of an event using rented facilities must include the disclaimer "Central Lakes College does not support or endorse this event or the information presented therein in any way. The space has been rented, consistent with policy."
- CC. Failure to comply with any component of this policy will negate the rental and render the renter ineligible to use facilities in the future.

Date of implementation/Presidential Approval: 7/1/2009

Date of last review: 7/31/2025

FEE SCHEDULE FOR ROOMS AND EQUIPMENT

Directions: Go to the Central Lakes College website – www.clcmn.edu. Click on "About the College" and the "Brainerd or Staples" campus map. You will have the option of getting a map of the College and a map of the campuses.

ROOM TYPE	NON-PROFIT HALF-DAY	FOR-PROFIT HALF-DAY	NON-PROFIT FULL DAY	FOR-PROFIT FULL DAY	NOTES
Classroom	\$50	\$75	\$100	\$150	
Conference / Meeting Room	\$25	\$35	\$50	\$70	
Computer Lab / Lab/ITV Room	\$50	\$75	\$100	\$150	Additional technology fees apply (see below)
Commons, Music Hall, Cafeteria, Assembly Room	\$100	\$150	\$200	\$300	
Chalberg or Dryden Theatre	\$150	\$200	\$300	\$400	Additional fees for technical assistance
Gym / Athletic fields	\$100	\$150	\$200	\$300	
Other specialized rooms/spaces, or a combination of rooms/areas, will be negotiated on a case-by-case basis.					
➤ Non-profit organizations must present documentation of non-profit status before reserving a room. ➤ All user groups must provide proof of insurance, as per MinnState policy, at the time of reservation. ➤ All groups using CLC facilities must reserve a room in proportion to the number of participants. ➤ All rates reflect use during regular CLC operating hours. There will be additional charges of \$50 per hour for one security guard and one maintenance person during the scheduled hours. For each additional maintenance/security requirement, an extra \$50 per hour will be charged. ➤ The requester must reserve space at least 2 weeks in advance for after-hours activities and/or specialty spaces. ➤ A technician fee of \$50 per hour will be charged if required to attend a special event. ➤ The charge will be 1.5 times their hourly wage for any overtime hours worked by staff who are present. ➤ CLC reserves the right to reject room requests that are inconsistent with its vision, mission, and values. ➤ Parking: No charge for parking. Please park only in the designated parking area.					