

ELIGIBILITY

City Hall facilities may only be used by:

1. City of Cottage Grove government entities.
2. Federal, state or other local government entities.
3. Cottage Grove or regional civic/non-profit groups whose efforts directly affect the welfare or betterment of the community.
4. Cottage Grove based business associations, homeowner associations, or neighborhood associations.

NON-ELIGIBLE ACTIVITIES

1. Commercial activities or the solicitation of funds.
2. Politically partisan meetings or campaign activities. The prohibition does not apply to the following:
 - a. Precinct caucuses and legislative district or county conventions in accordance with Minnesota Statute, Section §202A.192.
 - b. Non-partisan candidate forums sponsored by an independent, non-partisan organization such as the League of Woman Voters or Chamber of Commerce and that are available on an equal basis to all candidates for a specified office.
 - c. "Town Hall" meetings sponsored by an elected official for the purpose of informing constituents in Cottage Grove about programs, decisions, and other matters related to the official business and duties of the public official, provided:
 1. That the official does not solicit political support, votes or financial assistance during the meeting; and that
 2. Such meetings will not be scheduled for any elected official during the campaign season for the elected official's office. Any meeting that does not meet the criteria in the preceding sentence is considered to involve campaign activity and is prohibited. For purposes of this paragraph, the campaign season for an office is deemed to be the period beginning with the opening of the filing period for candidacy for an office and ending with Election Day.
3. Personal use such as birthday parties, showers, etc.
4. Religious activities or use by religious organizations.
5. Any applicant or event deemed contrary to the best interests of the City of Cottage Grove or its residents.

AVAILABILITY

The following facilities are available to eligible parties on a first-come/first-served basis from 8:00 a.m. to 10:00 p.m.

Cannon Room (Capacity: 4)

Mississippi Room (Capacity: 8)

St. Croix Room (Capacity: 20)

Training Room (Capacity: 69)

Training Room and Kitchen Facilities (Capacity: 69)

Amphitheater and Outdoor Patio Area (with Restroom Access)

PREEMPTION AND CANCELLATION

The City Council, Emergency Operation Center, and City Administrator have the authority to preempt or cancel any previously scheduled meetings.

DAMAGE DEPOSIT

A damage deposit is required for using the Training Room and Kitchen Facilities for food preparation/consumption. This fee is set by the City Council.

RULES

Failure to comply with facility use rules may result in suspension of future facility use privileges.

1. The applicant must be 18 years of age.
2. The applicant must complete and sign the application form provided by the City in order to request a facility reservation. Reservations must be approved by the City Administrator or designee.
3. The applicant agrees to use the facility at their own risk and hold the City harmless.
4. Facilities cannot be reserved more than one year in advance.
5. For reservations outside normal business hours (Monday through Friday, 8:00 a.m. through 4:30 p.m.), a keycard will be issued allowing entrance to the building. It is the facility user's responsibility to pick up and return this keycard. The facility user will have to monitor the entrance to allow individuals access to the building. Doors cannot be blocked open. Amphitheater users will be issued a keycard and a designated keycard holder will need to be available to allow patrons of the event access to the training hall and restrooms when requested.
6. Alcoholic beverages and tobacco products are prohibited.
7. Animals are prohibited, with the exception of service animals.
8. No outside equipment shall be brought into the facility without prior approval.
9. No equipment or electronics shall be used without being requested on the application.
10. No furniture or equipment may be moved or removed from the building without prior approval.
11. No food is allowed outside the Training Room and Kitchen Facilities.
12. The facility must be returned to its original condition following an event. Any cost incurred by the City to return the facility to its original condition will be drawn from the damage deposit or billed to the facility user. Damage or cleanliness issues discovered prior to using the facility must be reported to the Information Desk during regular business hours or to the City's General Office voicemail at (651) 458-2800 after hours.
13. Keycards must be dropped in the Utility Bill drop box in the City Hall turnaround area immediately following the event.