



## RENTAL POLICIES & PROCEDURES

Thank you for your interest in the Minnesota Masonic Heritage Center (MMHC). The Heritage Center is an elegant, intimate community gathering place that serves as a working tribute to the history and contributions of Minnesota Masonry.

The Minnesota Masonic Heritage Center reserves the right to schedule activities in the Heritage Center, as well as the right to negotiate with all Organizations/Individuals to make the best use of time available. There may be times when groups cannot be accommodated in the Heritage Center schedule. Organizations/Individuals seeking to schedule use of the facility must be as specific as possible when requesting space.

The following policies and procedures promote the active use of the facility while establishing priorities for use and outlining scheduling procedures and guidelines. It also sets reasonable rules and regulations for use of the facility. We ask that you read this policy and abide by it.

### **Auditorium & Meeting Rooms**

**Ives Auditorium** – Elements of Masonic heritage are displayed throughout the plush Gideon S. Ives Auditorium, complete with premium and balcony seating, jewel-box décor and 80 hand-painted, authentic Masonic drops. Fine-tuned for spoken word and musical performances, the auditorium combines state-of-the-art technology with classic décor to provide a unique entertainment experience suited for everything from theater performances to weddings.

**Evergreen Hall** – The Center's lower level offers a 3,400 SF meeting hall that may be partitioned into three, AV-outfitted function spaces and adjoins a full catering kitchen, separate ready room and dedicated restrooms. The meeting space is able to accommodate several small functions at one time or a single large event.

**Dan Patch Hall** – This unique space once served as the main dining room for the original Masonic Home, and has been meticulously maintained to preserve its historic elegance. Windows line one wall of Dan Patch Hall, while on the opposite wall, French doors open up to a generous hallway that can also be utilized for any function. Beautiful wood beams frame the space, which is AV-outfitted and Wi-fi accessible.

**Dan Patch Conference Room** – Located adjacent to Dan Patch Hall, the Dan Patch Conference Room offers executive seating for up to 16.

**Eastern Star Chapel** - The Chapel is a beautiful, non-denominational location for worship and celebration on campus. A dedicated chaplain is available.

### **Other Campus Features**

**Colonel James B. Ladd Museum** – The museum houses thousands of rare and significant Masonic artifacts to present the history of Minnesota and Masonry’s role in its formation and evolution. Four permanent galleries showcase the history of Masonry in Minnesota, the factual and fanciful histories of Freemasonry and the extensive charitable works of the Fraternity. A transitional gallery features the many fraternal appendant bodies of Masonry in rotating displays, while an object theater offers a multi-sensory experience.

**Charles W. Nelson Library** - Attached to the museum the library serves as a forum for Masonic scholars nationwide and features a 5,000-volume collection of rare books and resources.

**Alfred E. Ames Lodge Room** – incorporating high-quality finishes and symbolism from the traditional Blue Lodge, the room provides Lodges and Chapters with ready-made meeting facilities on the Masonic campus.

**Main Lobby** - Through the ornate outdoor columns and just inside the arched front door, the grand lobby of the Heritage Center serves as the perfect pre-function area for any event. The lobby is bordered by rich wood and opens up to a two-story rotunda leading to the Ladd Museum and Nelson Library and the beautiful Ives Auditorium. And at the end of the space, a dramatic, two-story stained glass window adds a stunning and inspirational element.

**Campus Grounds** - The Heritage Center campus offers 80 acres of pristine meadows, woods and walkways suited for photography, picnics and outdoor events.

### **Fraternal Organization Rider**

Lodges, Chapters and other bodies:

1. The Heritage Center will not be the permanent home of any Lodge or Chapter or other body or organization.
2. All Minnesota Fraternal Bodies will be offered complimentary usage for Masonic meetings once per year per body. Each Fraternal Body may rent the facility up to two additional times per year at established rental rates
3. Fraternal Bodies include only Lodges, Chapters, Scottish Rite combined bodies, York Rite combined bodies.
4. All usage is subject to catering and alcohol policies.

## **Reservation Procedures**

A renter must be 18 years of age to reserve a meeting room or the auditorium at the Heritage Center. Reservations can be made by completing the Event Booking Request online at [www.masonicheritagecenter.org](http://www.masonicheritagecenter.org). Tentative reservations will be held up to two weeks, at which time a signed lease and 25% of the base room rental is due. The balance of the rental fee is due no later than fourteen (14) days prior to the event date. Reservations may be made no sooner than eighteen (18) months in advance of the event. The Heritage Center generally will notify a potential renter on the availability of the facility within ten (10) business days of being contacted and requested to do so. The renter may not sublet the facility, nor may the application be transferred or assigned.

One contact person should be designated to oversee all of the arrangements with the Event Coordinator. This will help ensure a quality event for the renter. The contact person is responsible for making an on-site appointment with the coordinator to finalize arrangements a minimum of two (2) weeks prior to the event. The Heritage Center and its employees are not responsible for any problems that occur with any event that has not had an onsite meeting with the Event Coordinator.

For large events, the day before the event may be used by the renter for set-up (for up to four hours within business hours of 8 a.m. – 4:30 p.m.) for \$500 if there is not another event scheduled. If the Center receives a request to rent the facility on the set-up date, the renter must pay the full rental rate (for the day before) to have the date available for set-up. The renter is asked to pay the set-up fee and coordinate his/her set-up time with the Center's coordinator at least two weeks prior to the event.

## **Rental Charges/Damage Deposits**

A list of the rental charges is provided online at [www.masonicheritagecenter.org](http://www.masonicheritagecenter.org). In addition to the rental fee(s), a refundable damage deposit of \$200.00 is required for the Evergreen, Dan Patch Hall and the Ives Auditorium. If the renter uses theatrical equipment in the Ives Auditorium (theatrical lighting, sound boards, tech booth, etc.), an additional \$200 deposit is required. A \$50.00 damage deposit is required for all other rental space. Twenty-five percent (25%) of base room rental fee(s) amount is required with rental application. The damage deposit will be refunded within thirty (30) days after the scheduled event upon inspection of the premises, if the premises are found to be in as good and clean condition as existed just prior to the event. The inspection will be conducted before any other event is held in the rented area. The Heritage Center reserves the right to retain part or all of the damage deposit to pay for any costs of repairs or cleaning made necessary by the renter's use of the facility. The liability of the renter shall not be limited to the amount of the damage deposit. The liability of the renter shall extend to any damage or cleaning costs incurred as a result of the acts of any participants in the event sponsored by the renter on the premises.

## **Admission Fees**

If a group using the Heritage Center facilities wishes to have tickets available for sale at the Heritage Center office, Heritage Center staff will review their request and attempt to accommodate the organization needs. A box office service fee will be charged.

### **Cancellation of Rentals and Refunds**

The renter agrees and understands that in the event of a cancellation, ninety (90) days notice must be given in order for both the rental deposit and damage deposit to be returned, less a \$2 processing fee. If less than 90 days notice is given, the damage deposit will be returned, however, the Heritage Center will retain the rental deposit. Failure to pay balance of rental fees no later than fourteen days prior to the event will result in forfeiture of the reserved lease date.

### **Hours of Use**

The Heritage Center is available for rent any day of the week, Monday through Sunday. The facility will open no earlier than 7:00 AM and will close no later than midnight. Following the event, one hour or up to 1:00 AM, the renter will be allowed time to gather their personal items/equipment and clean-up. All participants and equipment must vacate the facility by 1:00 AM. It will be at the discretion of the Event Coordinator, and availability of cleaning staff, if the facility will be available on holidays. If the Event Coordinator approves rental on a holiday, rental rates will be negotiated.

### **General Policies**

The renter is responsible for enforcing the policies of the Heritage Center. The renter agrees to follow these policies:

1. Comply with and abide by all laws of the United States and the State of Minnesota, the rules and regulations of all Federal and State Boards and Bureaus, the ordinances of the City of Bloomington, the Minnesota Masonic Heritage Center and the regulations of the Fire Department, Health Department and Police Department.
2. Supervise the conduct of the participants at their event. Children (ages 12 and under) must be under the direct supervision of an adult at all times.
3. The Heritage Center is a smoke-free campus. Smoking is not allowed inside or outside of the building.
4. The renter shall assume full responsibility for any unlawful act committed in the exercise of the lease.
5. Disorderly conduct of participants is prohibited.
6. All persons and any equipment not owned by the Heritage Center must leave the facility at the end of the contracted time. No items from the event are to be left overnight. The Heritage Center is not responsible for items that have been left here during set-up the day before or left behind after the group has exited the facility.
7. The renter shall assume all responsibilities for noise levels of their participants and noise levels shall not disturb other groups/guests.
8. All bands and audio equipment must stop playing by midnight.
9. Leave facility, equipment and parking lot in a clean and orderly fashion. Trash must be placed in designated containers.
10. Renters will be fully responsible for any damages to the Heritage Center facility or equipment.
11. Any damage must be reported as soon as possible to security or staff.

### **Violation of Policies**

The Heritage Center reserves the right to end any event early if policies are violated. A violation of these policies may result in a withholding from your damage deposit and may also result in the denial of future use of the Heritage Center.

### **Caterer**

The Heritage Center maintains a list of pre-approved caterers. Only pre-approved caterers may be used for food or beverage service in the facility. All catering must be approved thirty (30) days prior to the event.

The catering kitchen at the Heritage Center is intended for catering purposes only. This area is not intended to be used for cooking of any food products.

### **Alcohol Beverages**

Alcoholic beverages shall not be brought onto or removed from the premises by any lessee, participant, exhibitor, or patron. Alcohol must stay in a clearly defined rental space. All alcoholic beverages consumed and/or purchased must go through the Heritage Center's exclusive provider with no exception. Consumption of intoxicating beverages must cease no later than 11:30 PM.

Violation of the rules set forth in this policy may result in the denial of future rental requests, cancellation of future reserved space at the Heritage Center and forfeiture of the damage deposit.

### **Security at the Event**

The general rule of thumb is that when alcohol is served, security is needed. Security will be provided by the Bloomington Police Department. The renter will be responsible for paying this charge at the same time the basic facility rental fee is paid. When it is determined that security is necessary at the event, the fee cannot be waived.

### **Concessions**

The renter using the facility may choose to supply a concession stand at their event. No serving of alcoholic beverages other than those supplied by the Heritage Center's exclusive provider is permitted. A usage fee will be charged and the renter is ultimately responsible for the following clean up:

1. Empty all garbage containers into the outside dumpster.
2. Wipe off all countertops (dish cloths will be provided).
3. Clean out/wipe down all equipment.
4. Put all items back in their respective areas.

Failure to follow these cleaning guidelines may result in a withholding from your damage deposit.

### **Tables and Chairs**

The Heritage Center staff is responsible for setting up the tables and chairs prior to the event. The renter must discuss a floor plan with the coordinator two weeks prior to the rental date. If tables and chairs need to be moved during the event, it is the responsibility of the renter. Renters are not allowed to pull-out or put away the partition walls in the Evergreen Room; this is only to be done by the Heritage Center staff.

### **Coat Room**

There is a small coat room located in the lower level lobby. The renter and the participants using the facility are welcome to use the coat room at their own risk. The Heritage Center is not responsible for lost or stolen articles.

### **Storage**

There is no long-term storage available at the Heritage Center. All items and materials must leave the building immediately following the end of the rental period. The Heritage Center is not responsible for items left at the facility following your event.

### **Decorating**

The Heritage Center has the right to refuse certain decorations. Renters are encouraged to discuss all decorating plans with the coordinator prior to the event. The renter agrees to the following guidelines when decorating:

1. The use of tape (including 2-sided with plastic hooks), pins or tacks, 3M hooks, tacky glue, or any other decorating device on any painted or varnished surface is not allowed (Includes walls; wood trim around windows/doors/stage/furniture).
2. The use of tape, pins or tacks, clips, magnets or any other decorating device on ceiling tiles, ceiling suspension grids, lights, vents or any other ceiling fixture is not allowed.
3. The Heritage Center does not allow any type of sand, pebbles, rocks, glitter, rice, birdseed, confetti, etc. to be used for decoration unless confined to a container. Please contact the Heritage Center Event Coordinator with questions.
4. Candles are permitted, but must be in a container/holder three (3) inches in height or greater and the candle must be contained one (1) inch below the top of the container so wax does not drip onto the tables, linens, and/or floor.
5. All decorations must meet fire code regulations.
6. The Heritage Center does not provide ladders for decorating.

Damage to the facility and/or equipment may result in a withholding from your damage deposit.

### **Clean-Up**

The Heritage Center staff is responsible for taking down tables and chairs. While the Center's staff does the base cleaning, the renter is ultimately responsible for the following:

1. Remove all decorations and personal items from the facility.
2. Place all garbage into designated garbage containers.
3. All liquids should be poured down the drain and not placed in garbage containers.

Failure to follow these cleaning guidelines may result in a withholding from your damage deposit.

**Notice of Responsibility/Liability**

The Heritage Center hopes that you and the participants at your event will all have an enjoyable and safe time at our facility. This section is to notify you that the Heritage Center is responsible only to maintain the building and its structural components and systems, such as plumbing, lighting and electricity, in a safe and operable condition. The Center is not responsible for the conduct of persons participating in events held at the facility. It is your responsibility as the renter of the facility and the sponsor of the event to see to it that the participants use the facility in a safe and reasonable manner and obey all laws.

Likewise, the Center is not responsible for the conduct of any persons or businesses hired by you to work at the event, including, but not limited to, the liquor servers, food caterers, decorators or entertainers hired to service the event. The renter shall take complete responsibility for the conduct of its group or others present during the rental period, and agree to compensate the Center for all damages to the facility, equipment, or other property owned by the Center incurred during the rental period. Furthermore, the renter assumes all liability for any personal injuries, including death, caused at the scheduled event.

Any disputes or claims of liability involving such providers of services are matters strictly between you, the event participants, and the providers. You agree that neither you nor the participants at your event shall file any claim against or involve the Heritage Center in any legal action regarding such matters.

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