



FACILITY USE APPLICATION

240 HARRISON STREET, STE 4
RED WING, MN 55066
651.327.2220

ORGANIZATION: _____

TODAY'S DATE: _____

DATE OF USE: _____

ROOM REQUESTED / FEE: _____

START TIME (INCLUDING SETUP): _____

END TIME (INCLUDING CLEAN UP/TAKE DOWN): _____

PURPOSE OF MEETING: _____

CONTACT PERSON: _____

ADDRESS (city/state/zip): _____

PHONE: _____ (home) _____ (cell)

EMAIL: _____

NUMBER ATTENDING: _____

IS THE ORGANIZATION NON-PROFIT? YES NO

REFRESHMENTS SERVED? YES NO

REQUESTED MEETING ROOM SET-UP YES NO

**please note: if special setup is required an additional fee of \$25 may be added*

WHAT TYPE OF REFRESHMENTS? _____

NEED AUDIO/VISUAL EQUIPMENT? YES NO

IF YES, DESCRIBE WHAT IS NEEDED _____

TABLE LINENS REQUESTED (additional charge \$10.00 per tablecloth) YES NO

SPECIAL REQUESTS: _____

FEE PAYMENT TYPE: CASH CHECK MASTERCARD VISA

CREDIT CARD NUMBER _____ EXPIRATION DATE: _____

By my signature below, I release the Pottery Museum of Red Wing/ RWCS Foundation from any and all liability that may occur as a result of this facility rental. I agree to all terms and conditions stated in the Guidelines for Rental.

SIGNATURE: _____ DATE: _____

FOR MUSEUM STAFF ONLY

Approved by Pottery Museum of Red Wing

Date: _____

By _____

Is the reservation on the Museum Calendar?

Date: _____

Room: _____

Rental fee received: \$ _____

Date: _____

Cleaning fee received: \$ _____

Date: _____

Damage deposit of \$ 100 received

Date: _____

YES NO

Date: _____

Special setup required \$25.00 YES NO

Date: _____

Cancellation notice:

Date: _____

By _____

Refund minus 20%: \$ _____

Check # _____

(see item #8 under Guidelines)

GUIDELINES FOR RENTAL OF POTTERY MUSEUM OF RED WING MEETING ROOMS

The POTTERY MUSEUM OF RED WING has meeting rooms available for use for a fee on a first come, first served basis. The POTTERY MUSEUM OF RED WING / RED WING COLLECTORS SOCIETY FOUNDATION does not support or endorse, nor censure or reject the viewpoints expressed by users of the facilities.

1. Meeting rooms may be used for educational, cultural, civic and personal events. Political activities, other than use as a certified polling place, will not be allowed.
2. Any advertising for the event (posters, newspaper, television or radio advertising or internet posts including all social media) must include the following statement:
"NOT A POTTERY MUSEUM OF RED WING / RED WING COLLECTORS SOCIETY FOUNDATION SPONSORED EVENT"
3. The Pottery Museum of Red Wing reserves the right to require any group/organization or individual host to reschedule the time or place of their event if the facility is needed for a Pottery Museum of Red Wing related function.
4. If the room is not restored to its original state and/or is left unclean, further charges may be applied and/or requests for future meetings may be denied. The entire Pottery Place Annex is a SMOKE-FREE facility.
5. Due to fire marshal regulations, the capacities of the meeting rooms are limited in occupancy. (Tables and Chairs - 83; Chairs Only - 179). These regulations will be strictly enforced.
6. Food served must remain in the designated areas. A \$50.00 cleaning fee will be charged for events with meals. If cleaning is needed beyond the \$50.00 cleaning fee, the group/organization or individual host will be billed.
7. Alcoholic beverages may be allowed with the appropriate permits or licenses, properly trained servers and accompanying insurance coverage with Pottery Museum of Red Wing as an additional insured. The group/organization or individual host may be required to provide security at its own expense if alcoholic beverages will be available.
8. Pottery Museum of Red Wing / Red Wing Collectors Society Foundation requires a written application that includes the date, hours, number of guests, and appropriate fees. The group/organization or individual host is responsible for any licenses (food, beverage, etc.) that may be required and assumes all liability for the actions of their guests. Return of the signed form with fees will stand as confirmation of the event reservation.
9. Payment is due on submission of the application. Checks (made payable to Pottery Museum of Red Wing), cash or credit cards are accepted. The Pottery Museum requires 72 hours notice if it is necessary to cancel the use. Refunds (minus a 20% non-refundable registration fee) will be made with the above notice. Fees submitted by group/organization or individual host that do not provide the required cancellation notice and do not use the facility ("no-shows") will not be refunded.
10. If videos are shown, the "Public Performance Law" must be complied with. This law requires that group/organization or individual host showing videos while using the Pottery Museum of Red Wing's facility must use videos with public performance rights or secure necessary public performance licenses to the videos.
11. The Americans with Disabilities Act requires that groups using the Pottery Museum of Red Wing's facility provide accommodations for persons with disabilities. Public notices of group meetings should include the following statement: "Persons who need special accommodations should notify _____(group/organization or individual host contact person) two weeks in advance of event". Group/organization or individual host must then notify the Pottery Museum of Red Wing, in writing, of any such needs as soon as possible after such notification. The Pottery Museum will work with group/organization or individual host to arrange for special accommodations. Any additional costs incurred by these accommodations shall be the group/organization or individual host's responsibility.
12. A representative of the group/organization or individual host must be present at all times during the event. The sponsoring group/organization or individual host assumes responsibility for any and all expenses related to the event and for any and all damages that occur as a result of the event. Pottery Museum of Red Wing may require a Certificate of Insurance as an additional insured prior to the confirmation of space rental and/or a deposit against damages.
13. Set up for an event may begin at the discretion and convenience of the Museum staff at any time prior to the event and in every case shall not interfere with the Pottery Museum's normal activities. A representative of the group/organization or individual host must be present for any deliveries for the event and prior to the arrival of any other personnel related to the event. All equipment must be removed within two (2) hours of the scheduled end of the event. No equipment or other materials may be stored on the Pottery Museum's premises either before or after the event. No event may conclude later than 10:00 p.m. USERS MUST CONCLUDE USE A MINIMUM OF TEN MINUTES PRIOR TO THIS TIME SO ALL PARTICIPANTS HAVE EXITED THE POTTERY MUSEUM BEFORE 10 PM.
14. Thermostats may only be adjusted by Pottery Museum Staff or designated Pottery Museum Volunteers.
15. **IN CASE OF FIRE:** If the Pottery Museum's fire alarm is activated, all occupants must exit the building. Groups/organizations or individual hosts are responsible for the evacuation of meeting attendees.
16. These guidelines may be changed without prior notification. Any exceptions must be approved by the Pottery Museum Manager.

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