



MINNEAPOLIS AMERICAN INDIAN CENTER (MAIC)

1530 E. Franklin Avenue, Minneapolis, MN 55404 (612) 879-1700

BUILDING USE CONTRACT

EVENT NAME: _____ Est. No. of Attendees: _____

DATES(S): _____ TIME(S): _____

SPACE REQUESTED: _____ CONTACT PERSON: _____

AGENCY NAME: _____ PHONE NUMBER: _____

ADDRESS: _____ E-MAIL: _____

DAMAGE DEPOSIT: _____

RENTAL FEES: _____

Please review the following guidelines for space rental; initial each section to verify that you understand the conditions of this rental.

_____ Damage Deposit

_____ Additional Fee's

_____ Security

_____ Insurance

_____ Clean up

_____ Catering

_____ Insurance

_____ Inclusion Policy

_____ Healthy Beverage Policy

_____ Smoking Areas/No Smoking

_____ Drug & Alcohol

**ALCOHOL AND DRUGS ARE NOT PERMITTED IN THE BUILDING OR ON THE PROPERTY DURING EVENTS.
LEGAL ACTION WILL BE TAKEN AGAINST THOSE WHO FAIL TO COMPLY WITH THIS CONTRACT.**

BY SIGNING, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THIS CONTRACT.

PRINTED NAME OF RENTER

PRINTED NAME OF M.A.I.C. REPRESENTATIVE

SIGNATURE

DATE

SIGNATURE

DATE

DAMAGE DEPOSIT & RENTAL FEES:

Damage deposit, Contract and Liability Insurance **must be submitted within two weeks** of reserving space. Rental fees **must be submitted at least two weeks prior** to the event.

Checks can be made payable to the **Minneapolis American Indian Center**.

Cancellation be made **at least one week prior** to the event; if a one week notification is not given, we will retain half of the damage deposit.

IF THE RENTED SPACE AND/OR ANY CONTENTS ARE DAMAGED DURING THE EVENT, THE RENTER IS RESPONSIBLE FOR THE COST OF REPAIR(S)/REPLACEMENT(S), REGARDLESS IF THE COST EXCEEDS THE AMOUNT OF THE DAMAGE DEPOSIT.

- a. **Clean-Up/Damage Deposit:** A minimum Clean-up/damage deposit of \$150 will be charged for any use of the Minneapolis American Indian Center. Any out of the ordinary clean-up costs, trash removal costs will be retained from the damage deposit.

ADDITIONAL FEES:

- a. **Staffing Fee:** A \$25 per hour staff fee may be charged when rental occurs outside regular operating hours of the Minneapolis American Indian Center, or anytime when a group is so large that additional staff must be scheduled to accommodate the rental. Note: A two-hour minimum staffing fee may be charged if rental occurs entirely outside regular operating hours.
- b. **Percentage of Revenue Fee:** If an admission fee is charged; or if revenue is collected from sale of any item(s); or if money is collected to pay someone providing a service associated with the event (e.g., a speaker or performer), then a percentage of gross revenue collected must be paid to the Minneapolis American Indian Center as follows:
 - Ten percent (10%) of gross revenue for non-profit organizations/government with a minimum of \$25.00 paid in advance.
 - Twenty percent (20%) of gross revenue for all others with a minimum of \$100.00 paid in advance.

INSURANCE REQUIREMENT:

The renter is responsible for obtaining Liability insurance coverage for their event.

A certificate of liability insurance, naming the M.A.I.C. as additional insured and certificate holder **must be submitted with** this contract.

CATERING:

Must be provided off-site or through Gatherings Café.

The kitchen is not for rent.

Questions, contact Gatherings Café Manager Austin Bartold at (612) 879-1743 or abartold@maicnet.org.

SECURITY:

Must have security for the duration of the event.

The renters are responsible for providing their own security and must submit confirmation of coverage, **two weeks prior** to the event. If you need assistance finding security, we have contacts available upon request.

CLEAN-UP:

The renter is responsible for set-up/take-down of tables, chairs, stage and general maintenance of the rented space and outside perimeter during and after their event.

The **renter must provide their own** paper products, hand soap and trash bags to sustain the duration of their event.

We will provide basic cleaning supplies such as a vacuum cleaner, mop/buckets and brooms/dustpans.

IF THE ROOM HAS NOT BEEN CLEANED, THE RENTER WILL BE HELD RESPONSIBLE FOR THE COST OF HAVING THE SPACE CLEANED; THIS AMOUNT WILL BE DEDUCTED FROM THE DAMAGE DEPOSIT.

SMOKING:

NO SMOKING ALLOWED WITHIN 25 FEET OF ENTRANCE DOORS.

Smoking is allowed only in the designated smoking area which is located on the west side of the building.

Effective November 1, 2018, this will be a smoke free property. Smokers will need to be off the property if they're interested in smoking.

DRUGS & ALCOHOL:

NO DRUGS OR ALCOHOL PERMITTED IN THE BUILDING OR ON OUR PROPERTY; YOU WILL BE ASKED TO LEAVE IF YOU ARE UNDER THE INFLUENCE.

INCLUSION POLICY:

The M.A.I.C. is building a community that is free from all forms of violence, discrimination, invisibility and isolation for all Two-Spirit and LGBTQ people and allies. The Minneapolis American Indian Center and its facilities do not discriminate and/or deny access to its public facilities based on sex, race, creed, religion, color, national origin, age, disability, military/veteran status, gender expression/identity or sexual orientation, including Two Spirit/Native LGBTQ and non-Native LGBTQ individuals. It is the policy of the MAIC to comply with the Minnesota Human Rights Act as State Law, specifically statute 363A.11 subdivisions 1 and 2, in regards to full and equal enjoyment of public accommodations. Any person(s), parties, business or organization contracting the use of facilities of the MAIC must comply with this non-discrimination policy. Failure to comply with M.A.I.C.'s inclusion policy is a violation of M.A.I.C.'s Building Use Contract. The Minneapolis American Indian Center will not enter into any contracts with any person(s), parties, businesses or organizations that have violated or allowed violation of the MAIC's Building Use Contract.

HEALTHY BEVERAGE POLICY:

All beverage offerings, either served or sold, must comply with the Minneapolis American Indian Center's Healthy Beverage Policy. The Minneapolis American Indian Center will promote access to free, safe drinking water at all times and provide only healthy beverages, as specified by beverage standards below, during all meetings (internal and external), events, and programming. Employees and visitors will continue to have personal choice of beverage(s) they purchase outside of the organization and bring to work; however, because we serve community members, we encourage all staff to model healthy choices by choosing not to consume sugary drinks or conceal consumption around community members.

This Healthy Beverage Policy applies to requests-for-bids, vendor contracts, and to anyone renting/using space within the Minneapolis American Indian Center. This Healthy Beverage Policy is explained within all rental/lease agreement. Organizations renting the space will be required to adhere to the policy guidelines when using any rentable space (gymnasium, auditorium, gallery, etc.) within the Minneapolis American Indian Center.

All beverages served (e.g., at meetings) and sold (e.g., café, vendors) at the Minneapolis American Indian Center, will strive to increase the availability of healthy beverage options by providing the following:

- **WATER** – (free, safe drinking water through fountains and similar outlets; unsweetened, 100% fruit-infused, plain or naturally flavored sparkling/seltzer).
- **TEA/COFFEE** – (unsweetened with only naturally occurring caffeine).
- **MILK** – (plain low-fat (1%) or fat-free (skim), or other unsweetened non-dairy milk alternatives).
- **100% JUICE** – (no more than ½ cup of 4 – 8 ounces per serving, as recommended by the American Heart Association).