



Little Falls Area Chamber of Commerce Facility Use Guidelines

The historic Cass Gilbert Depot has been restored with a combination of public and private funding and is available for the community to enjoy.

The Little Falls Area Chamber of Commerce is the steward of this property for the community and reserves the right to deny requests for the building usage.

Room Description

- Dimensions 40' x 31'
- Contains five (5) historic wooden tables with seating for 45
- Auditorium seating for 40
- Social setting capacity 70 (with some sitting and others standing)

Services Included

- Use of tables and chairs
- A/V equipment with fee

User Responsibilities

- Room setup, including table and chair arrangements
- Arrangements for any catering services
- Light cleaning
 - ✓ Wipe off all tables
 - ✓ Brush off chairs with a dry, clean cloth
 - ✓ Sweep floor
 - ✓ Empty all waste receptacles and remove garbage from premises

Prohibited Activities

- No items will be tacked to wall or woodwork
- No commercial sales
- Any advertising or publicity about your event must indicate that the Cass Gilbert Depot is the meeting location and that the Little Falls Area Chamber of Commerce is not endorsing or sponsoring the event

Housekeeping Reminder

- Please be respectful and keep this area clean. Any persons not demonstrating respectful behavior for the people, facility and grounds will be asked to leave.

User Fees

<u>Rental of room</u>	<u>During business hours</u>	<u>Mornings/Nights</u>	<u>Weekends</u>
Chamber member	\$10.00	\$25.00	\$ 50.00
Non Chamber member	\$25.00	\$50.00	\$100.00

Opening and closing fee

If your event is not during normal business hours of 8:00 a.m. – 4:30 p.m., Monday – Friday, there will be additional charges assessed for opening and/or closing of the building.

Chamber member	\$25.00 per trip
Non Chamber member	\$50.00 per trip

A/V Equipment

Chamber member	\$10.00 per day
Non Chamber member	\$25.00 per day

Any damage to the Cass Gilbert Depot, grounds, or Chamber property will be billed back to the user

Questions and comments may be directed to Chamber staff by calling 320.632.5155.

200 First Street NW, Little Falls MN 56345 320.632.5155 Fax 320.632.2122
assistance @littlefallsmnchamber.com www.littlefallsmnchamber.com

file: shared/general chamber/ North End Facility Use Guidelines with Agreement form.doc

Revised by Board of Directors: December 12, 2013



Proudly Serving Morrison County Since 1888

Facility Use Rental Agreement

Name: _____

Business (if applicable): _____

Address: _____

City State Zip code

Phone: Daytime: _____

Evening: _____

Date of building use: _____

Activity taking place: _____

Estimated Attendance: _____

Times: Open: _____ Close: _____

I have read and agree to abide by the Chamber of Commerce Facility Use Guidelines.

Signature

Date

******* Office Use Only *******

	Chamber member	Non Chamber Member
Rental fee:	\$ _____	\$ _____
Opening/Closing fee:	\$ _____	\$ _____
A/V Equipment:	_____ \$10.00	_____ \$25.00
Damage to building, grounds or Chamber property:	_____	

Total Amount Paid: _____ Received by: _____