

# Frequently Asked Questions—Hamel Community Building

## How do I rent the Hamel Community Building?

**Step One:** Check the online calendar to determine if your date is open:

<http://medinamn.us/community/community-building/calendar/>

**Step Two:** Call Facility Manager Christine Schindler at 763-458-1838 to confirm availability of your date(s).

**Step Three:** If your date(s) are open, complete the paperwork online at

<https://medinamn.us/community/community-building/> or mail or drop off in-person at Medina City Hall the signed contract and full rental rate and damage deposit. Rentals are on a first-come first-serve basis. Rentals reservations cannot be confirmed until payment (rental fee and security deposit) and paperwork have been received. You cannot rent beyond 18 months in advance. The fee schedule for rental fees and deposits are posted on the website at the link above.

## Who do I make the check payable to?

City of Medina

## Can I write out one check for the deposit and the rental fee?

Yes, please write one check for the total amount (rental fee + deposit). All security deposit and rental fees made by personal check shall be received by the City of Medina at least three weeks in advance of the event. Security deposit and rental fees received by the City of Medina within three weeks of the event must be submitted in the form of a cashier's check or cash. All checks for rental fees and security deposits are cashed upon receipt.

## Where do I send the contract and check?

Send to: City of Medina  
Attn: Hamel Community Building  
2052 County Road 24  
Medina, MN 55340

## When are the Security Deposit and Rental Fee due?

The security deposit and rental fee are due at the time of signing the Rental Agreement. Your rental date will not be guaranteed until the city has received your security deposit, rental fee, and the signed rental agreement. Security deposit and rental fees made by personal check shall be received by the City of Medina at least three weeks in advance of the event. Security deposit and rental fees received by the City of Medina within three weeks of the event must be submitted in the form of a cashier's check or cash. All checks for rental fees and security deposits are cashed upon receipt, not held.

## Is the Community Building in Hamel or Medina?

It is in the community/neighborhood of Hamel, but it is in the City of Medina.

## What are the directions to the Hamel Community Building?

The community building is located at 3200 Mill Street, directly behind Farmers State Bank of Hamel off of Hamel Road. When coming off Highway 55, turn South on Hamel Road or Sioux Drive into Uptown Hamel.

## Who is responsible for setting up the room and cleaning up afterwards?

The person or group renting the building is responsible for the building. Please review the cleaning check list attached to your rental agreement.

### **How many tables are available?**

When renting the Community Building there are fifteen (15) five-foot round tables that seat 7-8 people and fifteen (15) eight-foot rectangular tables that seat 8-10 people.

### **How many chairs are available?**

When renting the Community Building there are 120 non-folding chairs and 17 folding chairs available.

### **How do I get a key to the facility for my event?**

Your key to the Hamel Community Building will be given to you by appointment before your event or you will be given the code to the lock box. Call Christine Schindler at 763-458-1838 for a convenient time.

### **Can I put up a tent or bounce house outside the building?**

No. Renters are not permitted to put up tents, bounce houses, or other similar structures.

### **Can I have a food truck at my event?**

Food trucks are only allowed in the front parking lot. Renters and food trucks are not allowed to drive to the back of the building. NO EXCEPTIONS. Food trucks must be compliant with state health guidelines and requirements.

### **Can I cook on-site?**

No. Renters (including caterers) are prohibited from doing any sort of on-site cooking, inside or outside; no charcoal, propane, or electric grills, griddles, friers, smokers, etc.

### **If I have rented items from elsewhere that are to be picked up, do I need to be there?**

Yes! You are responsible for the building and its contents when pick ups occur. Please make arrangements with the company for time of pick up. Remember, the Hamel Community Building does not have regular open hours so you must let them into the building.

### **How do I get my security deposit back?**

After your event, a HCB representative will assess the building and check for damage, proper put away and clean up. If all is satisfactory, a check will be sent back to you in the mail. It takes two-three weeks to receive your returned deposit check. If there are inadequacies in the above, the City of Medina will assign a fee and issue the remaining balance of your deposit check. Remember that you as the renter are responsible for any damage done by contractors or caterers you hire for your event.

### **Is alcohol allowed to be served at the Hamel Community Building?**

Yes, but the renter must comply with all the terms in the rental contract pertaining to alcohol.

### **How do I purchase insurance naming the City of Medina as an additional insured for my event that I am serving alcohol at the HCB?**

One option would be to call your homeowners or business insurance company and ask if they could produce a certificate of insurance naming the City of Medina as an additional insured in the amount of \$1,000,000 for the day of your event at the Hamel Community Building. If this option fails, another option would be to purchase insurance through the City of Medina's insurance company's event liability insurance, GatherGuard. To get a quote or purchase insurance for your event go to <https://app.gatherguard.com/> and use the venue ID code 0501-702.

### **Where do I call if I have more questions?**

Call Christine Schindler at 763-458-1838 or email her at [HCB@medinamn.gov](mailto:HCB@medinamn.gov) for all questions including availability and booking. Most likely you will need to leave a message and she will return your call within 24-48 hours. Call the City of Medina at 763-473-4643 for general information only.