

Organization:

Month/Year:

Meeting Space – Community Rooms

Memorandum of Understanding and Liability Waiver

The below Memorandum of Understanding and Liability Waiver, outlines the roles and responsibilities required by any party seeking to utilize meeting space at 800 West Broadway. Any meeting space reserved without a signed Memorandum of Understanding and Liability Waiver is not guaranteed.

Request and Confirmation Process:

- Meeting space requests should be within a minimum of 2 weeks through a maximum of 2 months in advance. Example: During August 800 West Broadway will be booking August and September only.
- All requests should be directed through our website. No exceptions will be made.
- When exploring availability for a specific meeting, add dates and times on the notes section within the form. If the request is for more than one day within the same meeting, please include it in the notes section as well. If the request imply multiple events, please submit a form for each event.
- Last minute requests will not be processed.
- Space requests processing and confirmation will take 5-7 business days.

Room Availability:

- The rooms at 800 West Broadway accommodate in house workshops, classes and community space requests. It is unlikely that all the three community rooms are available on a single day. Priority will be given to partners of 800 West Broadway and programs directly impacting 800 West Broadway guests.

Requirements:

- Please READ and COMPLETE MOU-Liability Waiver. Upon completion sent by email to Mayra.Garcia-Rivera@mpls.k12.mn.us . The MOU and Liability Waiver must be filled once a year. The confirmation would not be completed within 5-7 business days processing time if 800 West Broadway has not received required documents.



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Roles and Responsibilities of the “BOOKING PARTY”:

Space Set-Up:

- It is the responsibility of the “BOOKING PARTY” to arrive 30 minutes prior to their meeting time to ensure that the space is set up as desired. The earliest a “BOOKING PARTY” can have access to rooms is 7:30 am by arrangement with 800 West Broadway Coordinator.
- Upon requesting a room, please specify the amount of people that will be using the space.
- 800 West Broadway staff **WILL NOT** be responsible for rearranging the meeting room layout or for cleaning.
- If room setting is rearranged the “BOOKING PARTY” is responsible for setting the room back to the original layout.

Maximum Room Capacity:

- The maximum capacity per state regulations vary depending upon room requested. Please adhere to state guidelines. The total room capacity is stated in the website form. In the event the “BOOKING PARTY” exceeds the amount allowed in the room, the Coordinator can cancel the reservation even on the day of the event.

Food and Beverages:

- It is the responsibility of the “BOOKING PARTY” to provide all food and beverages for their meeting including: serving dishes, utensils, plates, cups, napkins, etc.
- 800 West Broadway staff **WILL NOT** be responsible for providing food/beverage and/or service or recommending a vendor/caterer.
- It is the responsibility of the “BOOKING PARTY” to ensure all food and beverages provided to attendees by a third-party vendor (such as a caterer) be bonded and insured to release ALL LIABILITY from 800 West Broadway and/or Anchor Partners.
- Any food or beverages provided by individual attendees or on behalf of individual attendees by the organizing “PARTY” is done so without risk or liability to 800 West Broadway and/or Anchor Partners.



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- Alcohol is not allowed on the premises at 800 West Broadway.
- The “BOOKING PARTY” is responsible to clean tables and discard remaining food, beverages and/or containers and any other items used during the event in the trash containers. Failure to clean up after a meeting will result in limited availability to use space in the future or might incur anchor partners to establish a cleaning fee for meeting space use in the future.
- 800 West Broadway staff WILL NOT be responsible for cleaning the meeting rooms.

Audio Visual and Office Supplies:

- 800 West Broadway has Promethean Smart Boards available for use.
- It is the responsibility of the “BOOKING PARTY” to bring necessary computer equipment (laptop).
- The “BOOKING PARTY” is responsible for checking out and retuning back the necessary equipment provided by MPS, such as remotes, microphones, and cables to use.
- 800 West Broadway does not have a technical team staff on site and therefore any complex technical assistance must be reserved in advance through the “BOOKING PARTIES” own technical team.
- 800 West Broadway staff WILL NOT be responsible for making copies or providing any office supplies.
- The “BOOKING PARTY” must provide their own flipcharts paper, markers, and any other meeting supplies as well as provide their own copies.

Wellness Room:

- Can be used for the following purposes: Lactation, Praying, Meditation, etc.
- Can be reserved on a first come first serve basis by contacting a staff member in Career Lab reception – DEED/CareerForce, which is located on the first floor.



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Smoking Policy per Landlord:

- In accordance with the Minnesota Clean Indoor Air Act, smoking is not allowed inside the building. Smokers should be at least 25 feet away from any entrance or exit door of the building. If there are issues, please contact the 800 West Broadway Coordinator, Mayra Garcia-Rivera.

Animals:

- No animals are allowed in the building with the exception of certified service animals.

Parking:

- The parking lot on the north side of the building is shared by the 800 West Broadway anchor partners. The parking lot is primarily reserved for each tenant manager (2 reserved spots per anchor partner) and his or her visitors.
- **Guests using the meeting space are to park their vehicles in the parking lot at the Hawthorne Crossings Mall area located at Bryant Avenue North and West Broadway Avenue. The parking lot at Hawthorne Crossings Mall area is owned and managed by Sherman & Associates; same 800 West Broadway building owner. There are active security cameras in the lot. Reserved parking signs are displayed for 800 West Broadway guests. Violators will be TOWED at owner's expense!**
- The "BOOKING PARTY" is responsible to ensure attendees are following parking rules. Instructions for parking are available in the website meeting space link.
- Community space users with handicap permit can park in any of the available handicap spots in 800 or Sanctuary lots. In the event that handicap spots are taken, they can park anywhere in the 800 lot. Handicap permit must be displayed.

Building Hours:

- Space use is available between 8:00 am and 4:30 pm; Monday to Friday. The earliest a community room can be open is 7:30 am per previous arrangement with Coordinator. Please include in the note section in the form that you need access by 7:30 am.



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Safety and Security:

- Security staff provides services to all building partners-tenants when needing assistance.
- 800 West Broadway does not have a PA system and uses a two-way radio on channel 1 for communication throughout the facility. As organizer arrived to reserved room: must take radio out of the cradle, and turn it on in channel 1. At the end of the meeting organizer must turn radio off and place it back on the cradle. The radio should never be left on in the cradle, as it will damage the battery and the radio.
- 800 West Broadway “Emergency To Do’s Chart” will be displayed in each community room.
- In the event attendees need an escort to Hawthorne Crossings Mall parking lot please ask security team. Security escorts will be available on a group basis and upon request. The last escort will be at 5:00 pm sharp.

Liability Clause:

- This agreement releases 800 West Broadway and who they represent as anchor partners (Minnesota Department of Employment and Economic Development Center (DEED) – CareerForce Minneapolis North, Minneapolis Public Schools and NorthPoint Health and Wellness Center) from all liability relating to injuries that may occur during any meeting or events that may occur through the use of the 800 West Broadway community space usage.
- By signing this agreement, I agree to hold 800 West Broadway and anchor partners entirely free from any liability, including financial responsibility for injuries incurred, regardless of whether injuries are caused by negligence.
- By signing below, I forfeit all right to sue 800 West Broadway for any reason. In return, the “BOOKING PARTY” will receive room space for meetings at no charge. I will also make every effort to obey safety precautions as listed in writing and as explained to me verbally. The “BOOKING PARTY” will ask for clarification when needed.



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Commitment:

We, the “**BOOKING PARTY**” have read and agree with this Memorandum of Understanding and Liability Waiver. Further, we have reviewed the proposed request and agree to the conditions set before us.

By _____

Director, **Applicant** _____

Date _____

By _____

Mayra Garcia-Rivera

800 West Broadway Coordinator

Date _____

“Booking Party” Information:

Name: _____

Organization: _____

Contact Email: _____

Contact Phone Number: _____

Only one MOU-Liability Waiver needs to be filled out by an organization, once a year.