



Community Event Center Commission

Regular Meeting Agenda

Monday, April 13, 2026
6:30 PM
Furniture and Things Community
Event Center Overlook Lounge

-
1. CALL MEETING TO ORDER
 2. OATH OF OFFICE
 3. ELECTION OF OFFICERS
 4. CONSIDER AGENDA
 5. CONSIDER MINUTES
 - 5.1 Regular Meeting 10/13/2025 Minutes
 6. OPEN FORUM

An opportunity to provide comments and feedback regarding items not on the agenda. Information provided in Open Forum will not be discussed at this meeting; rather, the information will be referred to staff and/or scheduled for discussion at a future meeting.
 7. PRESENTATIONS
 8. REPORTS
 - 8.1 Financial Report
 - 8.2 Community Event Center Manager's Report
 9. NEW BUSINESS
 - 9.1 FT Center Policies & Procedures
 10. OLD BUSINESS
 - 10.1 Facility Improvements
 - 10.2 2026 Parking Lot Expansion
 11. MOTION TO ADJOURN REGULAR MEETING

The Elk River Vision

A welcoming community with revolutionary and spirited resourcefulness, exceptional service, and community engagement that encourages and inspires prosperity



**Regular Meeting of the
Community Event Center Commission
Held at Furniture and Things Community Event Center
Monday, October 13, 2025**

Members Present: Chair Mike Westgaard, Vice Chair Kara Walker, Commissioners Jim Hecker and Mike Beyer

Members Absent: None

Staff Present: Assistant City Administrator/Business Services Director Joe Stremcha, Community Event Center Manager Katie Harstad, Assistant Manager Jen Katke, Administrative Assistant Laura Estby

Public Present: None

1. Call Meeting to Order

The October 13, 2025 meeting of the Community Event Center Commission was called to order by Chair Westgaard at 6:32 p.m.

2. Consider Agenda

Motion to by Vice Chair Walker and seconded by Commissioner Beyer to approve the October 13, 2025, agenda as presented. Motion passes 4-0.

3.1. August 11, 2025, Minutes

Motion by Commissioner Beyer and seconded by Vice Chair Walker to approve August 11, 2025, minutes as presented. Motion passes 4-0.

3.2. September 22, 2025, Minutes

Motion by Commissioner Hecker and seconded by Vice Chair Walker to approve September 22, 2025, minutes as presented. Motion passes 4-0.

4. Open Forum

No one present.

5. Presentations

None

6.1. Financial Report

Presented by Mr. Stremcha.

He noted the 2025 budget will show negative due to the ARPA funding being used for fieldhouse renovations. He added last year's budget showed positive due to ARPA funds being transferred into our account.

Commissioner Beyer inquired if we have a monthly budget.

Ms. Harstad replied, no. Staff have monthly goals internally but look at the budget overall from an annual basis and asked him what he would like to see.

Commissioner Beyer suggested showing the actuals for the previous months with forecasts for the future ones.

Ms. Harstad replied we do that now and base expenditure within the frame of the budget, adding there is very little that we could trim in operating supplies as we only get what we need.

Mr. Stremcha added the scheduling software we use for facility rentals doesn't sync with our budgeting software, we would only be able to show what is available vs what is currently booked in the future.

Commissioner Hecker replied he views the budget and its percentages based on where we are in the year and inquired about the dry floor revenue totals.

Ms. Harstad explained the facility hosted two dryland events this year that required the ice to be taken out but due to the loss of ice revenue and the expenses involved in removal/reinstallation we are going to move those events to The Yard in future years.

6.2. Manager's Report

Ms. Harstad presented the report.

Commissioner Hecker inquired about the Sr. Center Assistant position which he thought had been filled, but has now learned otherwise.

Ms. Harstad replied a person was hired; however they decided not to accept the position.

Chair Westgaard inquired when Davis and Associates would be coming out to look at the lighting.

Ms. Harstad replied we have prepaid \$1800 in labor, and they will be coming October 27. She knows the relays and tablets are working properly but believes there is an internal communication error.

Chair Westgaard replied he would like updates and may even want to be present.

7.1. New Business

None

8.1. Future of Community Event Center Commission



Mr. Stremcha noted the CECC needs to make a recommendation to council, adding Chair Westgaard will be present at the October 20 meeting.

Commissioner Beyer added in his commission update to council he discussed the changes proposed at the special meeting and they were on board and inquired if the meetings will only be in October and April moving forward?

Mr. Stremcha suggested April may be too soon as we do not have comp information yet from other arenas, and October is too early to have year end data.

Commissioner Hecker inquired if the council wants the CECC to continue?

Commissioner Beyer said yes, adding they are ok with moving to fewer meetings, as special meetings can always be called.

Chair Westgaard inquired how much the commission needs to be involved in the budget and asked if they can get monthly emails with the financials adding we should have two meetings plus a special meeting for budget review.

Mr. Stremcha replied the CECC can have budget discussions as late as November/December because it is not tied to the levy. He added even though the format of the commission has changed from usergroups to at large members, commissioners still have connections to user groups, so discussing rates could go against the advice of the City Attorney. If commission members wanted to provide feedback, they could attend open forum of the council.

Commissioner Beyer stated it sounded like staff didn't want the commission.

Mr. Stremcha replied staff supports a commission that operates in accordance with advice from legal counsel to protect the City from future conflicts of interest.

Chair Westgaard suggested two regular meetings plus a special meeting to discuss the budget.

Commissioner Hecker replied the commission will review the budgetary figures staff puts together.

Commission reviewed the ordinance, bylaws, and standing agenda items removing items no longer in their purview and reassigned tasks based on the months they will meet moving forward.

Motion by Commissioner Beyer and seconded by Vice Chair Walker to:

A) Recommend the following ordinance changes to City Council:

- **Remove section 4 (3) - developing an annual report on the outcomes and activities of the facility to the city council as this will now be completed by staff.**
- **Remove section 4 (4) - no longer review facility rental rates and recommend a fee schedule to the city council for incorporation into the annual budget.**
- **Revise section 4 (5) to: The commission shall recommend a preliminary budget that balances facility revenue and expenses. The budget will include projected**



revenue, expenses, transfers, and capital improvements and shall be completed no later than June 30 of each year.

- ~~Revise title to: An Ordinance Amending Chapter 2, Division 4, Multipurpose-Facility Advisory Commission~~ Community Event Center Commission of the City of Elk River, Minnesota, City Code

B) Approve the following bylaw changes effective immediately:

- **Revise Article III Section 1 to: Commission meetings shall be held at the facility at 6:30 p.m. on the second Monday of each of the following months: April and October. Meetings are subject to Minnesota Open Meeting Law.**
- **Revise Article III Section 4 to: Quorum: Three members of the Commission shall constitute a quorum for the purpose of conducting business and exercising the duties of the Commission, provided that a smaller number may adjourn from time to time until a quorum is present.**
- **Revise Article III Section 5 to place old business before new business.**
- **Change all instances listed as Multipurpose Facility Advisory Commission to Community Event Center Commission.**
- **Remove secretary position as minutes are handled by staff**

C) 2026 Dates and Standing Agenda Items

- **Create meeting dates and standing agenda guidelines for 2026 as follows:**
 - a. **April 13, 2026 – Election of Board positions, Approve all policies for the facility (Operational/Ice/Turf/Rooms), Public annual hearing to receive community feedback.**
 - b. **October 12, 2026 – Approve meeting dates for next year, Re-examine by-laws if needed and review the goals and projects recommended and budgeted for by the City Council, review value/mission statement for the commission amend as needed.**

Motion carried 4-0.

8.2 2026 Dates and Standing Agenda Items

See section 8.1

8.3 Policy/Procedure, Value/Mission Statement

Motion by Commissioner Beyer and seconded by Commissioner Walker to move policy and procedure discussion to April 2026 meeting. Motion carried 4-0.

Motion by Commissioner Beyer and seconded by Commissioner Hecker to accept the value and mission statements as read. Motion carried 4-0.

9. Motion to Adjourn Regular Meeting

Motion by Commissioner Beyer and seconded by Vice Chair Walker to adjourn the meeting of the Community Event Center Commission. Motion carried 4-0.



The meeting was adjourned at 7:32 p.m.

Minutes prepared by Laura Estby.

Mike Westgaard, Chair

Tina Allard, City Clerk

DRAFT





Request for Action

To
Community Event Center Commission

Item Number
8.1

Meeting Date
April 13, 2026

Prepared By
Katie Harstad, Multipurpose Facility Manager

Item Description
Financial Report

Reviewed by
Katie Harstad
Joe Stremcha

Action Requested
Review and discuss the financial reports.

Background/Discussion

FT Center expenditures of \$2,226,005 exceeded revenues of \$2,062,221 by \$163,784 through the end of 2025. However, the capital outlay expense was \$283,937 for planned capital improvements in The Yard utilizing ARPA funds transferred in 2024. Removing use of fund balance, ARPA revenues, and The Yard improvements provides a snapshot of the operational improvement trend over the past three years. FT Center revenues of \$439,710 exceeded expenses of \$396,117 by \$43,593 through February 28, 2026.

Operational Over/Under Summary (sans ARPA stimulus, ARPA project specific expenses, and use of fund balance).

- FYE 2022 = (\$352,599) — ARPA Fund (\$655,000) was removed from revenue (replenished fund balance due to COVID-19 reduced rental revenue in 2020 and 2021).
- FYE 2023 = (\$241,624) — Use of fund balance (\$100,350) removed from revenue.
- FYE 2024 = (\$85,758) — ARPA Fund (\$405,518) revenue was removed from revenue for improvements to The Yard in 2025.
- FYE 2025 = \$120,154— The Yard (\$283,937) capital outlay expenses were removed from expenses as a special project funded by ARPA in 2024.
 - Note: FYE 2025 is pending audited financials and nominal end-of-year journal entries.

Financial Impact

The City Council's short-term goal of the FT Center being fully staffed and financially self-sustaining has been achieved. Staff will continue to maintain this operational trend into the future.

Mission/Policy/Goal

Responsible for every dollar - good stewards.

Attachments

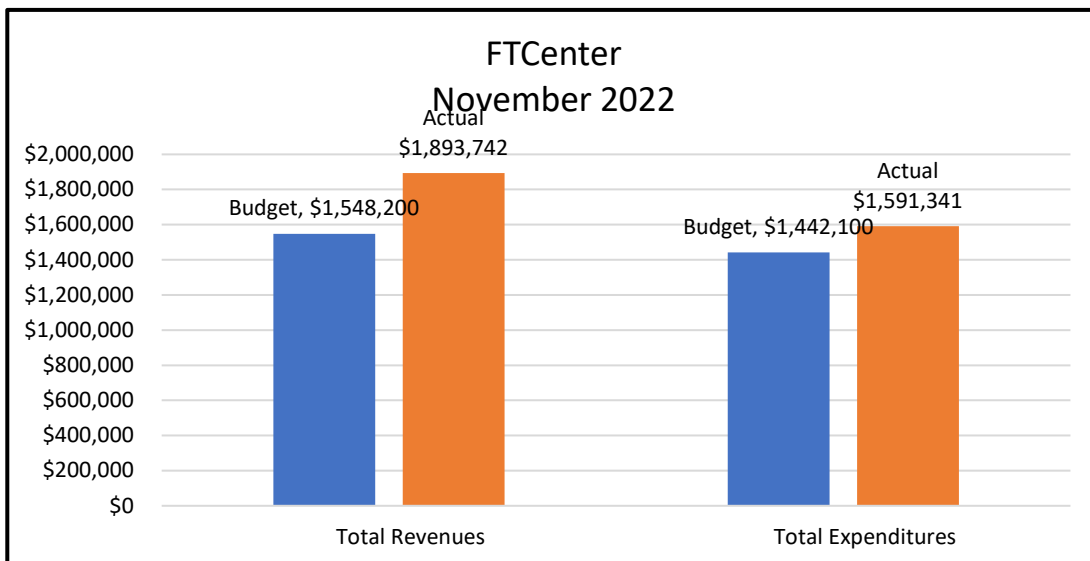
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1. FT Center FYE 2022 Actual
2. FT Center FYE 2023 Actual
3. FT Center FYE 2024 Actual
4. FT Center FYE 2025 (Unaudited Final)
5. FT Center Financials February 2026 YTD

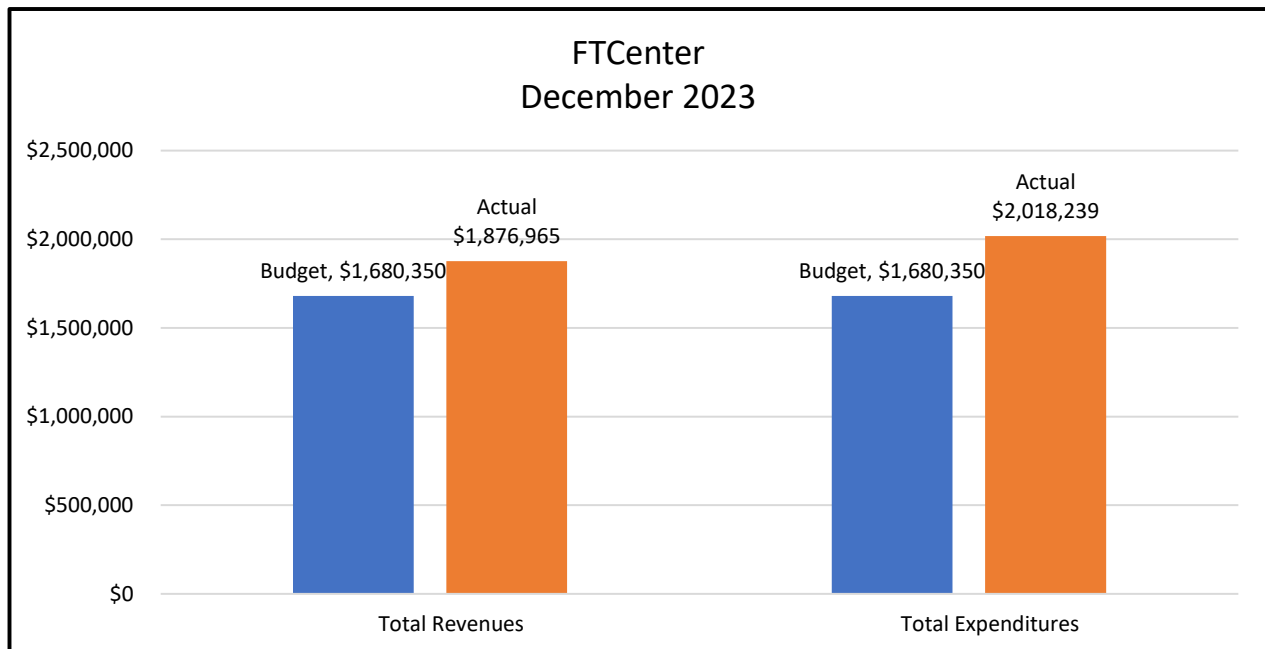
**CITY OF ELK RIVER
MULTIPURPOSE FACILITY - BUDGET TO ACTUAL
MONTH ENDED DECEMBER, 2022**

	Current Budget	Year to Date Actual	% of Budget
Revenues:			
Ice Rental	\$640,000	\$654,744	102.30%
Admissions	30,000	24,822	82.74%
Dry Floor Events/Craft Shows	17,000	6,355	37.38%
Facility Rental	550,000	188,000	34.18%
Advertising/Naming Rights/Sponsorships	153,000	164,833	107.73%
Recreation fees (Skating/Hockey)	117,000	123,521	105.57%
Concessions/vending	30,000	31,932	106.44%
Other Revenues (interest, etc.)	11,200	44,534	397.63%
Transfer In (ARPA funds)	0	655,000	
Total Revenues	\$1,548,200	\$1,893,742	122.32%
Operating expenses:			
Personal services	\$851,900	\$807,750	94.82%
Supplies	55,500	121,892	219.63%
Service charges	374,700	654,319	174.62%
Capital Outlay	20,000	7,380	36.90%
Transfers Out	140,000	0	0.00%
Total Expenditures	\$1,442,100	\$1,591,341	110.35%
Revenues over/(under) expenditures	\$106,100	\$302,401	



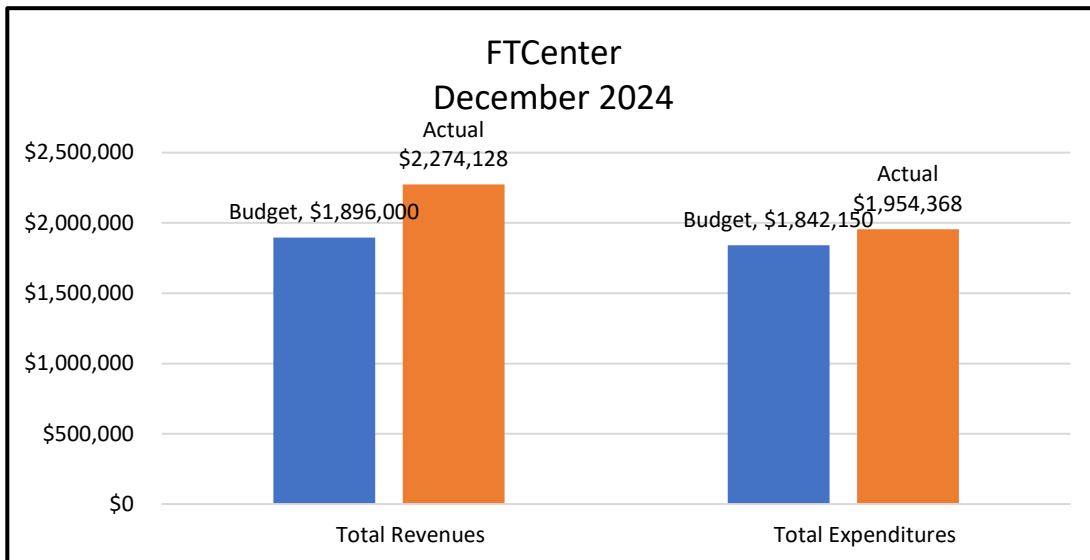
**CITY OF ELK RIVER
MULTIPURPOSE FACILITY - BUDGET TO ACTUAL
MONTH ENDED DECEMBER 31, 2023**

	Current Budget	Year to Date Actual	% of Budget
Revenues:			
Ice Rental	\$830,000	\$807,498	97.29%
Admissions	40,000	45,005	112.51%
Dry Floor Events/Craft Shows	5,000	(7,906)	-158.12%
Facility Rental	238,100	173,139	72.72%
Advertising/Naming Rights/Sponsorships	168,000	118,988	70.83%
Recreation fees (Skating/Hockey)	175,000	201,548	115.17%
Concessions/vending	110,000	146,256	132.96%
Other Revenues (interest, etc.)	13,900	92,087	662.50%
Interfund Loan - Zamboni	0	200,000	
Use of Fund Balance	100,350	100,350	100.00%
Total Revenues	\$1,680,350	\$1,876,965	111.70%
Operating expenses:			
Personal services	\$917,800	\$1,002,053	109.18%
Supplies	102,850	181,427	176.40%
Other service charges	457,700	626,864	136.96%
Capital Outlay	202,000	207,895	102.92%
Total Expenditures	\$1,680,350	\$2,018,239	120.11%
Revenues over/(under) expenditures	\$0	(\$141,274)	



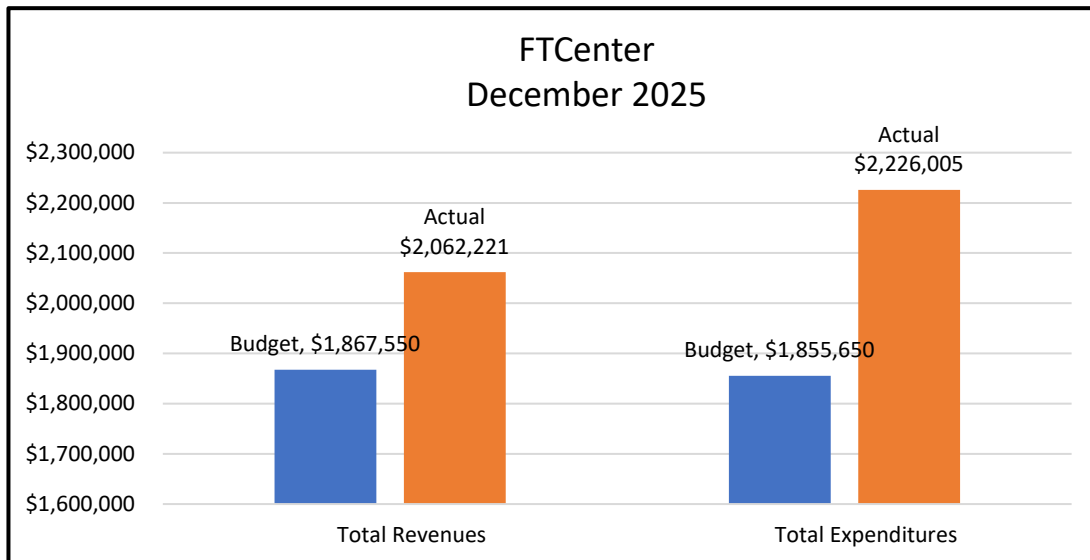
**CITY OF ELK RIVER
MULTIPURPOSE FACILITY - BUDGET TO ACTUAL
MONTH ENDED DECEMBER 31, 2024**

	Current Budget	Year to Date Actual	% of Budget
Revenues:			
Ice Rental	\$893,500	\$946,645	105.95%
Admissions	45,000	31,874	70.83%
Dry Floor Events/Craft Shows	7,000	1,278	18.25%
Facility Rental	244,400	271,693	111.17%
Advertising/Naming Rights/Sponsorships	178,000	134,763	75.71%
Recreation fees (Skating/Hockey)	290,000	165,407	57.04%
Concessions/catering/vending	229,000	271,477	118.55%
Other Revenues (interest, etc.)	9,100	45,472	499.69%
Transfer - ARPA funds	0	405,518	-
Total Revenues	\$1,896,000	\$2,274,128	119.94%
Operating expenses:			
Personal services	\$900,650	\$1,037,337	115.18%
Supplies	159,800	252,549	158.04%
Other service charges	661,300	635,787	96.14%
Capital Outlay	120,400	28,694	23.83%
Total Expenditures	\$1,842,150	\$1,954,368	106.09%
Revenues over/(under) expenditures	\$53,850	\$319,760	



**CITY OF ELK RIVER
FTCENTER - BUDGET TO ACTUAL
MONTH ENDED DECEMBER 30, 2025**

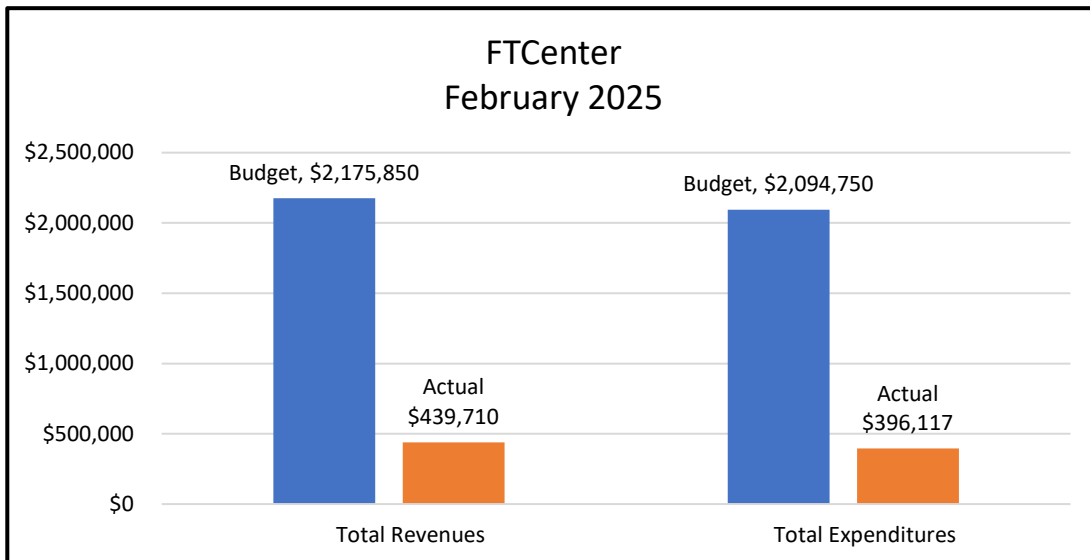
	Current Budget	Year to Date Actual	% of Budget
Revenues:			
Ice Rental	\$861,000	\$994,991	115.56%
Admissions	6,000	10,493	174.89%
Dry Floor Events/Craft Shows	0	3,672	0.00%
Facility Rental	245,400	228,227	93.00%
Advertising/Naming Rights/Sponsorships	192,550	180,742	93.87%
Recreation fees (Skating/Hockey)	160,000	153,090	95.68%
Concessions/catering/vending	363,000	446,078	122.89%
Other Revenues (interest, etc.)	29,600	34,929	118.00%
Transfers	10,000	10,000	100.00%
Total Revenues	\$1,867,550	\$2,062,221	110.42%
Operating expenses:			
Personal services	\$930,900	\$996,214	107.02%
Supplies	197,550	245,777	124.41%
Other service charges	585,450	700,077	119.58%
Capital Outlay	141,750	283,937	200.31%
Total Expenditures	\$1,855,650	\$2,226,005	119.96%
Revenues over/(under) expenditures	\$11,900	(\$163,784)	



***year-end/audit entries have not been made (need lease entries) 4/8/26**

**CITY OF ELK RIVER
FTCENTER - BUDGET TO ACTUAL
MONTH ENDED FEBRUARY 28, 2026**

	Current Budget	Year to Date Actual	% of Budget
Revenues:			
Ice Rental	\$990,000	\$26,557	2.68%
Admissions	10,000	57,640	576.40%
Dry Floor Events/Craft Shows	0	0	0.00%
Facility Rental	313,300	105,360	33.63%
Advertising/Naming Rights/Sponsorships	212,500	22,228	10.46%
Recreation fees (Skating/Hockey)	160,000	65,153	40.72%
Concessions/catering/vending	470,000	157,180	33.44%
Other Revenues (interest, etc.)	20,050	5,591	27.89%
Total Revenues	\$2,175,850	\$439,710	20.21%
Operating expenses:			
Personal services	\$1,006,450	\$226,987	22.55%
Supplies	273,900	75,571	27.59%
Other services & charges	661,250	71,411	10.80%
Capital Outlay	153,150	14,448	9.43%
Transfers Out	0	7,700	0.00%
Total Expenditures	\$2,094,750	\$396,117	18.91%
Revenues over/(under) expenditures	\$81,100	\$43,593	





Memorandum

Item: 8.2

To: Community Event Center Commission

From: Community Event Center Manager Katie Harstad

Date: April 7, 2026

Subject: Community Event Center Manager's Report

This report is a highlight of department activities related to recent collaborations, strategic planning, staff changes/developments, and operations.

Staffing Additions

- Overlook Food & Beverage Supervisor/Lead Cook – Ahmed Whittaker – March 3, 2026

BRE Visits (Business Retention & Engagement)

- Elk River Youth Hockey Association Tournament Director – December 9, 2025
- Elk River Youth Hockey Association Board – March 3, 2026
- Elk River High School Girls Hockey Booster Club – March 12, 2026
- Elk River High School Boys Hockey Booster Club & Coach – March 16, 2026
- Elk River High School Figure Skating Club Ice Show – March 24, 2026
- Rinks & Links – April 7, 2026
- MN Squatch – TBD in April of 2026

Past and Upcoming Noteworthy Events

- The Bank of Elk River Trainings – February 16, 2026 (Multi-Room Rentals with Catering)
- MSHSL Boys Varsity Hockey Section 5A Final, and 5AA Semi-Final and Final games – February 21-26, 2026
- The City of Elk River Boards & Commissions Dinner – March 5, 2026 (Overlook Café Rental & Catering)
- The Minnesota Squatch Play-off Games – March 13-21, 2026
- Elk River Fire Department Banquet – April 11, 2026 (Overlook Café Rental & Catering)

- Big Lake High School Prom – May 2, 2026 (The Yard x Rinks & Links Rental with Catering)
- The Page Family Circus – June 13-14, 2026 (The Yard x Rinks & Links Rental)
- Hot Tub Swim & Spa Sales – five weekends in 2026 (The Yard x Rinks & Links Rental)
- Rinks & Links Summer Camp – 12 weeks with 130 participants (70 in 2025)
- Northwoods Hockey League – July 2026 inaugural session

Facility Updates

- The lighting system was repaired in November and has continued to function since.
- The Overlook kitchen had multiple equipment failures this winter.
 - The walk-in cooler broke down and was retrofitted back into a deep freeze.
 - The ice machine needed replacement.
 - The deep frier needed minor repairs.
 - The Turbo Chef oven needed two fan replacements.
- Due to subzero temperatures at the end of January, the ice rink cooling system seized, and emergency repair services were needed. The master valve solenoid needed replacement in March on the same system.
- The power sliding doors at the main entrance inside the vestibule needed repairs.
- Two inducer motors have been replaced in HVAC units since January.
- The Yard x Rinks & Links Updates:
 - Turf was reinstalled over the new concrete in October 2025.
 - Replacement of entry doors and new entrance doors were installed in March, but they still require painting. Correlating concrete work is being completed by staff.
 - 360-degree curtains and track system improvements will be installed in April.
 - New restroom hallway lighting on the ceiling, wall painting, and acoustic tiles will be installed in April.
 - Minor bathroom updates will be made to give a warm and inviting feel in April.
 - Family restroom updates will be discussed with both the CECC and City Council.



Request for Action

To
Community Event Center Commission

Item Number
9.1

Meeting Date
April 13, 2026

Prepared By
Katie Harstad, Multipurpose Facility Manager

Item Description
FT Center Policies & Procedures

Reviewed by
Joe Stremcha

Action Requested

Recommend, by motion, the City Council approve the FT Center Policies and Procedures revisions and Emergency Procedures Guide as presented.

Background/Discussion

The document on record is repetitive and siloed to each area of the facility with numerous inconsistencies. Further, significant updates are necessary with the service offerings expanding through The Overlook and The Yard improvements. Staff has consolidated and simplified the FT Center Policies and Procedures to reflect the needs of the operation for the foreseeable future.

The Emergency Procedures Guide has no change in content, but is updated visually to meet our current communication branding standards.

Financial Impact

None.

Mission/Policy/Goal

Meet changing needs - agile.

Attachments

1. Complete Policy and Procedure (June 2025)
2. FT Center Policies & Procedures (April 2026)
3. FT Center Emergency Procedures (April 2026)

The Elk River Vision

A welcoming community with revolutionary and spirited resourcefulness, exceptional service, and community engagement that encourages and inspires prosperity

Furniture and Things Community Event Center Policy and Procedures



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GENERAL FACILITY USE GUIDELINES

PURPOSE

To establish procedures and policies applicable to all areas of the Furniture and Things Community Event Center (FT Center) which promote respectful behavior to other users and to the building. To promote the use of the facility for activities that support being community oriented and financially self-sufficient.

DEFINITIONS

Facility User/User: An individual/group/organization utilizing a facility area in the FT Center. May be referred to as “Facility User”, “User”, “Renter”. This is the contact person during the reservation and permitting process.

FT Center: Furniture and Things Community Event Center

Rental Coordinator: This person works with renters/potential rentals to coordinate facility use. This position may be The Facility Superintendent, Assistant Facility Supervisor, or a designee.

- All users within the FT Center must adhere to the rules here-in. Renters of the FT Center must read and adhere to the rules outlined in the Facility Rental Procedures outlined on page 7.
- The FT Center, its grounds, and parking lot are smoke-free, tobacco-free, and cannabis free including smoking, chewing, and vaping. The City reserves the right to remove or a user or revoke a permit when in violation of the policy.
- Due to the location of the FT Center and the inability to access the building without crossing school district property, the FT Center is a gun-free facility.
- Any alcohol on - site must be purchased from and served by the FT Center. Minor consumption of alcohol, under the legal 21 years of age, is prohibited. (*MN Statute 340A.503*)
- Animals are prohibited in the facility unless a licensed service animal and/or pre-approved for an exhibit. Facility User is responsible to clean up all defecation and provide proper cleaning supplies and chemicals for any animals on the property (interior or exterior). The facility user shall be billed for any clean up deemed necessary by FT Center.
- Youth groups (participants aged 18 and younger) must be chaperoned on a ratio of one adult (18+) per ten (10) youth, or other ratio as FT Center staff deem necessary.
- Children eight (8) years of age and younger must always be in direct supervision by an adult/guardian in the facility/on FT Center property.
- The use of sticks, pucks, or balls in the “off-ice” areas of the facility is prohibited.

- Roller blading, roller skating, use of “wheelies” or skateboarding is not allowed in the FT Center.
- Foul, inappropriate, or offensive language is not permitted – verbally, written, or in music.
- Acts of vandalism or damage to the FT Center will be reported to the Elk River Police Department.
- The FT Center is not responsible for any lost or stolen property.
- Conducting group events or parties in common lobby areas is prohibited. Users shall be asked to utilize the meeting rooms for the specified rates.
- One-hour limit for table use in lounge areas. Patrons are welcome to use the lobby for viewing or dining.
- Violent/aggressive behavior to other patrons or to FT Center staff is strictly prohibited. Staff will refer to the Emergency Procedure Guide on page 19 in the event of violent/aggressive behavior.
- The FT Center does not close if the school district closes for inclement weather. Should weather dictate a need to shelter in the FT Center, please refer to the Emergency Procedure Guide on page 19 on shelter locations within the building.
- Use of the sound system for ice/turf rentals is allowed, however each group must provide their own cables to connect to the system. The volume levels are preset, staff will not turn up the volume beyond the preset levels. Foul, inappropriate, or offensive language is not permitted in the music played at the FT Center. Users who play inappropriate music will not be allowed to use the system.

HOURS OF OPERATION

PURPOSE

To establish operating hours that best meet the demands of FT Center users and promote efficient use of the building and scheduling of staff to meet the financial expectations of the facility.

DEFINITIONS

- | | |
|------------------------|--|
| Peak Season | A period of months where facility use is greater. Generally used as the programming period for the primary activity of each area. This includes September 1 – March 14 for ice and November 1 – April 30 for fieldhouse. |
| Off Peak Season | A period of months where facility use is lower. Generally used as the shoulder season for the primary activity of each area. This includes March 15-August 30 for ice and May 1 – October 31 for fieldhouse. |
| Prime Time | The most desirable time of day for facility use. |

Non-Prime Time The least desirable time of day for facility use.

GENERAL FACILITY HOURS

The Furniture and Things Community Event Center general building hours are for all areas unless specified differently within this section. This coincides with the walking track hours and is subject to change. Rental hours will dictate the facility hours beyond this schedule and customers are subject to an after-hour fee when scheduling past these hours.

- **Peak Season Facility Hours (October – March)**
 - Monday – Friday 7:15 a.m. to 8:00 p.m.
 - Saturday 7:15 a.m. to 8:00 p.m.
 - Sunday 7:15 a.m. to 8:00 p.m.
 - Holiday Refer to holiday schedule.

- **Off- Peak Season Facility Hours (April – September)**
 - Monday – Friday 7:15 a.m. to 4:00 p.m.
 - Saturday No set hours - determined by facility use.
 - Sunday No set hours – determined by facility use.
 - Holiday Refer to holiday schedule.

- **Holiday Hours**

The facility will observe the schedule listed below for federal holidays. Ice/Room/Turf rentals may be scheduled on holidays at an increased rate with a minimum of two hours if staffing is available. Holiday building hours will be posted if/when they vary from the general facility hours.

HOLIDAY HOURS OF OPERATION

Holiday	Day/Date	Proposed Hours
New Year’s Day	January 1	As usage dictates
Martin Luther King, Jr Day	3 rd Monday in January	7:15 a.m. – 8:00 p.m.
Presidents Day	3 rd Monday in February	7:15 a.m. – 8:00 p.m.
Easter Sunday	Sunday in March or April	Closed
Memorial Day	Last Monday in May	Closed
Juneteenth	June 19	7:15 a.m. – 4:00 p.m.
Independence Day	July 4	Closed
Labor Day	1 st Monday in September	Closed
Veterans Day	November 11	7:15 a.m. – 8:00 p.m.

Thanksgiving	4 th Thursday in November	Closed
	Friday after Thanksgiving	7:15 a.m. – 8:00 p.m.
Christmas Eve	December 24	As usage dictates
Christmas Day	December 25	Closed
New Years Eve	December 31	As usage dictates

SENIOR CENTER

Operating hours for the senior center are:

Monday – Friday 8:30 a.m. – 4:00 p.m.

Operating hours for weeknight and weekend hours may be approved by the Facilities Superintendent.

RESERVATION PROCEDURES

PURPOSE

To establish procedures and policies regarding the consistent scheduling of the Furniture and Things Community Event Center. To provide staff and FT Center users with a guide to ensure the efficient and accurate process of all facility rental requests.

DEFINITIONS

FT Center Furniture and Things Community Event Center

Facility User: The individual/group/organization authorized to use the Furniture and Things Community Event Center as shown on the Facility Use Permit.

Facility Use Permit: Document listing facility rental details agreed upon by Furniture and Things Community Event Center staff and the facility user.

Rental Coordinator: Furniture and Things Community Event Center staff person assisting the renter/potential renter with facility reservation, this could be The Facility Superintendent, the Assistant Facility Supervisor, or other designated employee.

Resident: A person residing within the City of Elk River. Residency is not determined by the school district. P.O. boxes in Elk River do not constitute an Elk River address. Disputes resolved by the Secretary of State polling location: <https://pollfinder.sos.state.mn.us/>

- Non-Resident:** Any user not residing within the City of Elk River as determined by the Secretary of State: <https://pollfinder.sos.state.mn.us/>
- Tentative:** The status of a reservation prior to submitting a payment.
- Firm:** The status of a reservation following a payment.

RESERVATION GUIDELINES

Renter Guidelines

- All groups using designated rental spaces at the FT Center must have a firm permit or contracted approval prior to facility use. No casual use is allowed. This includes the Cornerstone Automotive Arena, the Kiser Construction Arena, the turf fieldhouse, the party room(s), the Senior Activity Center, the flex space, the upper lobby, and the meeting room(s).
- One (1) contact person who will be present during the entire event (18 years or older) must be designated to coordinate and confirm all aspects of the rental with an FT Center representative prior to the event date. This user agrees to pay the City of Elk River for rental of the facilities and amenities listed on the permit and will be responsible for adhering to the reservation times and guidelines for themselves and their guests.
- Organizations with more than one division (i.e. youth athletics) will be required to identify one (1) contact person to schedule the facilities for each division or group within their organization.
- Residents may not reserve the facility for a non-resident.
- Residents must reside in the City of Elk River at the time of the rental.
- Renter cannot sublet, transfer, or reassign the reservation.
- By paying the rental fee, the customer agrees to follow the rules herein.

General Guidelines

- Renters must comply with all City Ordinances, Minnesota State statutes, and Federal Building Laws for use. Violation of these rules may result in the denial of future use of the FT Center. Denial of use does not exempt violators from possible prosecution under applicable City Ordinances, State, or Federal Laws.
- The FT Center, its grounds, and parking lot are smoke-free and tobacco-free including smoking, chewing, and vaping. The City reserves the right to remove a user or revoke a permit when in violation of the policy.
- Due to the location of the FT Center and the inability to access the building without crossing school district property, the FT Center is a gun-free facility.
- Renter assumes full responsibility for any unlawful act(s) committed in the facilities listed on the user permit during the reservation time.
- Renter must provide adequate adult (18 years or older) supervision of all minors during the event.

- All minors must stay in facilities listed on the user permit during your event.
- Event cannot exceed maximum capacity due to fire safety:
 - Party Rooms- 155
 - Meeting Rooms-134
 - Flex Space- 251
 - Senior Activity Center - 177
 - Upper Lobby-228
 - Fieldhouse-568
- At their discretion, FT Center staff may:
 - Order the removal of any offender.
 - Order immediate removal of all alcoholic beverages from premises.
 - Revoke the rental contract immediately and order all persons from premises.
- No exits, firefighting, or emergency equipment in any area of the facility can be blocked or covered for any reason.
- All electrical equipment must be U.L. (Underwriters Laboratories) approved. If not, it will be removed from the premises.
- Operation of any heater, barbecue, heat producing or open flame device, candles, lanterns, torches, welding equipment, smoke emitting devices or material in the FT Center must have written authorization by FT Center Management. No fog machines allowed.
- If security is deemed necessary by the FT Center, a \$135/hour charge with a 4-hour minimum will be added to the permit fee.
- Animals are prohibited in the facility unless a licensed service animal and/or pre-approved for an exhibit. Renter is responsible for cleaning up all defecation and providing proper cleaning supplies and chemicals for any animals on the property (interior or exterior). The facility user shall be billed for any clean up deemed necessary by FT Center.
- The FT Center is not responsible for any lost or stolen property.
- FT Center Staff cannot store or take responsibility for any of the renter's property including media devices and personal AV equipment.
- If deemed necessary, the FT Center reserves the right to substitute a meeting room other than that stated on the Rental Permit, to minimize conflicts of compatibility, space, and scheduling.

Fees

- All payments including facility rental, use of amenities, security fees (if required by FT Center), and damage deposit are due in full at the time of booking.
- Fees cover the use of the facilities/amenities according to the hours indicated on the permit only, and do not allow access or admission to public ice/turf programs.
- Rental times must include all set-up/decorating/deliveries and clean up time by the renter and all contracted service providers. Occupancy of the reserved facility after the time indicated on the permit will result in additional rental fees charged to the renter. No items are to be left overnight.
- Fees/Amenities for each rental space include:
 - Ice - includes a clean sheet of ice for the length of time reserved, up to two locker rooms, and hockey nets as needed (must be requested at the time of rental)

- Fieldhouse - includes use of the fieldhouse and batting cages (for full turf or north end rental- must be requested at the time of rental).
 - Tables and chairs are available to rent for an additional fee.
 - Use/closure of the walking track is not included in fieldhouse rental.
- Rooms – Tables and chairs allocated for each space, wall mounted tv (where applicable), sink/counter space (where applicable).
 - Additional tables and chairs are available to rent for an additional fee.
 - A/V equipment including podium, microphone, speaker, zoom/cart tv are available to rent for an additional fee.
- Basic assistance with FT Center A/V equipment is included in the rental fee and should be confirmed when placing the reservation. Requests for additional equipment and/or assistance will be an additional expense to the User. FT Center staff cannot assist with A/V equipment not owned by the FT Center.
- Rental spaces with all purchased amenities will be set up and available 15 minutes prior to the time listed on the permit unless previously coordinated with the renter.

Large Scale Event Guidelines

- Large scale events are defined as any events that are open to the public whether admission is charged or not.
- Facility Renters/Vendors at trade show/craft show/expo engaged in the business of making retail sales at the FT Center may require sales tax permits. Facility Renters/Vendors are responsible for filing sales tax and must have a Minnesota Sales and Use Tax Permit on their person during the event. This includes, but is not limited to, silent auctions, craft shows, business seminars selling products, fundraisers, etc.
- Materials used in the construction of displays, such as draping, table-coverings, banners, props, scenery, greenery, trees, and shrubs must be fire resistant. All vendors at trade shows/expos/craft shows, etc who have a canopy or covering on their display must have a minimum 5# fire extinguisher usable for class ABC fires in their booth. The FT Center has a limited number of extinguishers available to rent.
- Large scale events must maintain a minimum aisle width of 10' with cross rows every 30'. All aisles must be kept clear, clean, and free of obstructions.

Decoration Guidelines

- The FT Center does not provide linens, paper products, ice, food storage, serving pieces, dishes, flatware, or décor for events.
- Confetti, pinatas, glitter, bird seed, rice, rose petals, feathers or similar items are not allowed.
- Décor may not be added to the floor, ceiling, or lights.
- Décor may be added to the walls with blue painters' tape (tape not provided by the FT Center), as well as table décor, flowers, and balloons.
- Stick-on table skirts are not allowed.

- Renters may not decorate public areas (bathrooms, entrance, lobby, etc.) without approval from the FT Center.
- Decorations cannot inconvenience any other group.
- Renter is responsible for putting all trash/recycling in the provided receptacles upon completion of rental and for providing coverings to protect furnishings (i.e. table coverings for craft projects with paints, construction requiring adhesives, etc.). Renter shall be billed for any excessive clean up deemed necessary by FT Center.

Food Guidelines

- Groups of 75 or less may bring food and non-alcoholic beverages. Groups over 75 must have all food/beverage needs met by an approved caterer on the FT Center catering list. Staff members reserve the right to inspect coolers and large containers.
- Renters hosting a large-scale event including but not limited to craft shows, trade shows, vendor shows, expos, etc. who wish to have food service in addition to the FT Center Concession Stand (available as schedule/staffing allows) must work with a caterer on the FT Center’s approved caterer list. If the user would like to work with a different caterer, the caterer must be added to the approved list by submitting the required paperwork/signed contracts available from The Facility Superintendent.
- All alcohol in the FT Center must be purchased from and served by a licensed caterer from the FT Center’s approved caterer list. Alcohol must only be served in the spaces listed on a user permit. Minor consumption of alcohol, under the legal 21 years of age, is prohibited. (*MN Statue 340A.503*)
- All food trucks on FT Center property must have pre-approval (including location) from FT Center management. Only food trucks on the City’s approved list may vend on City property. For current list, visit: <https://www.elkrivernm.gov/1531/Mobile-Food-Units>. Food trucks are not allowed inside the FT Center by order of the Fire Marshal.

Music, Audio and Entertainers

- Music and Audio:
 - Staff will monitor noise to ensure it’s at an appropriate level.
 - Noise level should not disturb other guests using the FT Center.
 - Needs to be done 30 minutes prior to the end of the event.
- Inappropriate language is prohibited either verbally, in writing, or in music.
- Entertainers must be completed with all take down by the end time listed on the permit to avoid additional charges to the user.
- Fog machines are not allowed.

Clean Up

- Renters must remove all items from rented space at the end of their reservation.
 - This includes third-party rentals and catering.
- Renters must put all trash/recycling in the receptacles provided.
- Renters must remove all decorations.

- The FT Center is not responsible for items left on site.
- The event and cleanup must be completed by the end of the reservation time listed on the permit.

Damages

- The renter is responsible for all damages incurred in the facility rented during the reservation time listed on the permit.
- Renters will be charged actual costs for any damage caused to the facility.

Cancellations and Refunds

- Cancellations must be submitted in writing.
- Cancellations made more than 45 days prior to the event will incur no financial penalty. Any deposits made will be refunded to the renter.
- Cancellations made 45 days or less before the event will incur a 50% penalty. This will result in the forfeiture of the 50% deposit paid at the time of booking or a bill for 50% of the total amount, due by the original reservation date.
- Cancellations made 14 days or less before the event will incur a 100% penalty. This will result in the forfeiture of all deposits paid or a bill for the full reservation amount. All refund requests will be charged a \$10 fee.

Liability

Renter is responsible for:

- Management and appropriate conduct of all group members and guests.
- Any loss, breakage, or damage to the rooms, equipment, or other FT Center property.
- Any damages incurred by the facility.
- Any personal injuries and/or property damage caused by yourself or your employees, officials, agents, and guests.

The City of Elk River is not liable for any loss, damage, injury, or illness of the renters and guests of the FT Center.

Insurance Requirements

The renter shall provide a copy of their liability insurance with a minimum of the following requirements:

- \$1,000,000 coverage
- Insurance shall include liability for injury, death, and property damage.
- The insurance company must be licensed to do business in the state of Minnesota.
- The FTCenter must be named as an “additional insured” on the policy.
At least (7) seven days prior to the first event scheduled by the renter, the renter must give the FTCenter a certificate of insurance showing the required coverage.

PRIORITY SCHEDULING

Ice Rental Priority Scheduling

Ice is scheduled on a seasonal basis September – May in the following order:

- FT Center programs including but not limited to: Skating Academy & Breakaway Hockey League.
- FT Center Home Affiliates defined as a user group that rented more than 200 hours of ice from the FT Center in the previous calendar year and qualify for Silver or Gold Level User Ice Rates. These groups are billed after use by the City of Elk River. Home affiliates will receive priority scheduling based on level of play, in the following manner:
 - High School
 - Junior
 - Figure Skating
 - Youth
- Outside user reservations on a first-come first-served basis. These groups pay in advance to the FT Center directly. 50% is due at the time of booking. The remaining balance of the ice rental is due 14 days prior to the start of consecutive days of rentals.
- Special Note: Due to the nature of the Furniture and Things Community Event Center operations, there may be a need to coordinate and schedule private, commercial/business or non-resident civic group in advance of the priority scheduling guidelines as outlined above. When staff feel consideration as been given to the previous year's use of a particular area and/or programming needs, these requests will be processed (i.e. Community Room for a private event, conference, training, trade show, special event, etc.).

Turf Rental Priority Scheduling

Turf rentals are scheduled on an annual basis January – December in the following order:

- FT Center programs including but not limited to Makers Markets, recreational programming, open turf, etc.
- Elk River groups/Elk River youth associations beginning January 1st for the following year (i.e. Open January 2023 for January -December 2024). These groups have 30 days to reserve time before it is made available to outside groups. To hold the scheduled time, Elk River groups are allowed to put 50% of their total reservation fee down, with all remaining fees to be paid in full 30 days prior to their first scheduled event. After the first 30 days, all requests are processed on a first come first served basis.
- Non - Elk River renters can schedule turf for the following year February 1 (i.e. Beginning February 1, 2023, non-Elk River renters/associations can rent turf for January - December of 2024.) Non-Elk River renters must make their payment in full at the time the schedule is reserved.

Room Rental Priority Scheduling

Room Rentals are scheduled on a first come, first served basis in the following order*:

- FT Center events/programs
- Senior Activity Center programs
- Outside users with payment due at the time of reservation.

*Exception: The Senior Activity Center is unavailable to rent Monday – Friday 8:30 a.m. – 4:00 p.m. and is available to rent outside those hours to members only.

SPECIAL FEES/DAMAGE DEPOSITS

- A. A **special use fee** may be required in some events/activities. This fee will be applied to cover unusual, anticipated expenses, such as excessive clean-up, unusual set-up, city holidays, excess utility usage, or phone usage, and/or damage associated with the user's program or events. The special user fee is payable at the time the reservation is made and will be held until it has been determined by the city if any or all the fee was used. Any unused balance will be returned to the user and/or invoiced.

ICE USER GUIDELINES

PURPOSE

To establish procedures and policies regarding use of ice at the Furniture and Things Community Event Center.

DEFINITIONS

- FT Center** Furniture and Things Community Event Center
- Ice Renter** The individual/group/organization authorized to use either the Cornerstone Automotive Arena or the Kiser Construction Arena as noted on the facility use permit.
- Facility Use Permit:** Document listing facility rental details agreed upon by Furniture and Things Community Event Center staff and the ice user.
- Rental Coordinator:** Furniture and Things Community Event Center staff person assisting the renter/potential renter with facility reservation, this could be The Facility Superintendent, the Assistant Facility Supervisor, or other designated employee.

Tentative: The status of a reservation prior to submitting a payment.

Firm: The status of a reservation following a payment.

All ice users are expected to adhere to the general facility use guidelines, in addition to the rules listed below.

- Those participating in on- ice activities assume all inherent risks and responsibilities, whether spectator or participant.
- All ice use must be scheduled and paid, no casual use.
- The ice renter listed on the permit is responsible for the actions of all ice users during the times listed on their permit.
- Renters will not be allowed on the ice prior to the time listed on their ice rental permit.
- Users will not be allowed to stay on the ice after the time listed on their ice rental permit.
- The players gate must remain closed and users off the ice during resurfacing.
- Consumption of food and beverages (except water) is prohibited on the ice and in the player’s benches.
- All ice users must wear skates.
- Only skate assists are allowed on the ice, no chairs.
- Taunting or disturbing of participants (players, coaches, or officials) by other participants or spectators will not be tolerated.
- Alcohol use is prohibited on the ice or in the locker rooms.
- The use of sticks, pucks, or balls in the “off-ice” areas of the facility is prohibited.
- Spitting on the floor, in the sinks, or in the drinking fountain will not be tolerated.
- Player’s bags are not allowed in common areas of the facility, including, but not limited to, the lobby, restrooms, locker room hallways, etc.
- Damage beyond reasonable use to the ice or the locker rooms will be reported to FT Center management.
- The FT Center does not supply cords for connecting to the rink sound systems and staff will monitor it’s use for noise levels and appropriate content.

TURF USER GUIDELINES

PURPOSE

To establish procedures and policies regarding use of the turf at the Furniture and Things Community Event Center.

DEFINITIONS

FT Center Furniture and Things Community Event Center

Turf Renter	The individual/group/organization authorized to use either ½ or the full fieldhouse as noted on the facility use permit.
Facility Use Permit:	Document listing facility rental details agreed upon by Furniture and Things Community Event Center staff and the ice user.
Rental Coordinator:	Furniture and Things Community Event Center staff person assisting the renter/potential renter with facility reservation, this could be The Facility Superintendent, the Assistant Facility Supervisor, or other designated employee.
Tentative:	The status of a reservation prior to submitting a payment.
Firm:	The status of a reservation following a payment.

All turf users are expected to adhere to the general facility guidelines, in addition to the rules listed below:

- All field house use must be reserved and paid for or approved under contract – no casual use.
- The renter listed on the permit is responsible for the actions of all turf users during the time listed on the permit.
- All minors (under 18) must be under adult supervision throughout the time listed on the permit,
- The fieldhouse will be opened 15 minutes prior to each scheduled event and closed promptly after each rental period ends.
- All fieldhouse users must enter through the front entrance.
- No fieldhouse entry is allowed from the walking track area.
- Only the turf and batting cages (where applicable) are included in turf rental.
 - Turf rental does not include tables or chairs which can be rented for an additional fee.
 - Turf rental does not include use or closure of the walking track.
 - Turf rental does not include use of the north end of the fieldhouse on the opposite side of the white wall.
- Any turf user who wishes to leave equipment in the fieldhouse must have prior permission from the FT Center management on a seasonal basis and does so at their own risk.
- The FT Center is not responsible for any lost or stolen items.
- All ½ turf rentals will have the center divider curtain down.
- Use of batting cages must be requested at the time of rental for full turf or north end turf rentals.
- Only authorized personnel may operate the batting cages/center divider.
- Sunflower seeds are prohibited.

- Food/alcohol consumption (excluding water) in the fieldhouse is not allowed, except with pre-approved or catered events.
- No glass containers are allowed in the fieldhouse.
- Only controlled hitting (bunting or by a coach) is allowed outside of the batting cages.
- Do not throw or hit balls against the fieldhouse perimeter nets, the center divider, or the ceiling.
- Only plastic/rubber cleats are allowed.
- The FT Center does not supply cords for connecting to the fieldhouse sound system, and staff will monitor it's use for noise levels and appropriate content.
- Renters must clean up after themselves.

Cancellations and Refunds

- A. All cancellations must be received no less than fourteen (14) days prior to the rental time to be eligible for a refund.
- B. Refunds more than 14 days prior to scheduled use will receive a 50% refund.
 - a. Any cancellation of a rental total \$5,000 or above will require 45 or more days' notice to receive a full refund. Cancellation notices between 30-44 days prior are eligible for a 50% refund and cancellations notices less than 30 days in advance will not receive a refund.
- C. Refunds less than 14 days prior to scheduled use are not eligible for a refund.
- D. All refund requests will be charged a \$10 cancellation fee.
- E. Refunds will not be issued for no shows.
- F. The user should confirm their reservation by making the following two payments:
 - Pay the rental total. This amount is shown on the Facility Use Permit. This payment may be made in the form of cash, check, or Visa/MasterCard/Discover. In all cases, checks may be made out to City of Elk River.
 - Damage deposit.



FURNITURE — AND — THINGS

COMMUNITY EVENT CENTER

Emergency Procedures Guide

Furniture and Things Community Event Center

Furniture and Things Community Event Center

1000 School Street

Elk River, MN 55330

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EMERGENCY PROCEDURES GUIDE

To all employees of Furniture and Things Community Event Center,

Considering potential emergencies that can occur in the workplace, it is crucial for all city employees to be aware of and prepared for various emergency situations. This Emergency Procedures Guide has been created to provide you with the necessary information and instructions to handle emergency situations effectively and ensure the safety of yourself and others.

This guide will cover a range of likely emergency scenarios but is not intended to cover all possible situations. It will also outline the specific procedures and protocols to follow in each situation, as well as the roles and responsibilities of employees during an emergency.

It is important for every employee to familiarize themselves with this guide and to be prepared to take immediate and appropriate action when necessary. By being well-informed and ready to respond in an emergency, we can ensure the well-being and safety of our fellow employees and the public. It is important to familiarize yourself with the following procedures and know the location of emergency exits, evacuation routes, and emergency equipment within the workplace.

We hope that this guide will provide you with the knowledge and confidence to effectively manage any emergency situation that may arise.

FOR ALL EMERGENCIES:

CALL

911

MEDICAL EMERGENCIES

In the event of a medical emergency or injury, follow these steps to provide immediate aid and ensure safety:

1. **Call for Help:** Dial emergency services (such as 911) immediately to request assistance from paramedics and other first responders. Provide clear and accurate information about the nature of medical emergency or injury.
2. **Assess the Situation:** Quickly evaluate the scene for any immediate threats to your safety or the safety of the injured person. If the area is unsafe, move yourself and the injured person to a safe location if possible.
3. **Provide First Aid:** If you are trained in first aid, provide immediate assistance based on your level of training. This may include applying direct pressure to stop bleeding, performing CPR, or stabilizing the injured person's neck and spine if there is a suspected neck or back injury.
4. **Control Bleeding:** If the injured person is bleeding, apply direct pressure to the wound using a clean cloth or bandage. Elevate the injured area if possible and maintain pressure until help arrives.
5. **Monitor Vital Signs:** Check the injured person's vital signs, including breathing, pulse, and level of responsiveness. If necessary, provide basic life support measures such as CPR or rescue breathing.
6. **Gather Information:** Gather important information about the injured person, including their medical history, known allergies, and any medications they are taking. This information can be crucial for medical professionals when they arrive.
7. **Communicate with Emergency Services:** Stay on the line with emergency services and provide any updates on the injured person's condition. Follow any instructions given by the dispatcher.
8. **Stay Calm and Reassure the Injured Person:** Keep the injured person as calm as possible, providing reassurance and comfort while waiting for help to arrive. Talking to the injured person in a calm and confident manner can help reduce anxiety and promote a sense of safety.
9. **Document the Incident:** After the situation is under control, document the details of the medical emergency or injury, including the time it occurred, the events leading up to it, and the actions taken to provide aid.

BOMB THREAT PROCEDURE

(SEE APPENDIX A FOR QUICK GUIDE)

Purpose: To plan for incidents involving bomb threats or suspected explosive devices. (See Appendix A for guidance)

1. **Take the threat seriously:** If a bomb threat is received, it should be treated as a credible threat and all necessary actions should be taken to ensure the safety and security of everyone in the vicinity.
2. **Remain calm:** It is important to remain calm and not create panic. Alert others discreetly, if possible, and follow the established emergency procedures.
3. **Notify authorities:** Contact local law enforcement immediately to report the threat. Provide as much detail as possible about the threat, including the exact wording of the threat, if available.
4. **Evacuate the area:** If the threat is deemed credible, initiate an evacuation of the area. Follow established evacuation procedures and move to a safe location away from the potential target of the bomb threat. (See Evacuation Procedures guide)
5. **Follow instructions:** If emergency personnel are on the scene, follow their instructions and cooperate fully with their directions. Do not return to the area until it has been declared safe by the authorities.
6. **Search for suspicious items:** If it is safe to do so, staff members should conduct a brief search of their immediate area for any suspicious items. Do not touch or move any suspicious items and report them to the authorities immediately.
7. **Remain vigilant:** Even after the area has been cleared, remain vigilant for any suspicious activity or items. Report any concerns to authorities and follow their instructions.
8. **Communicate with those affected:** Ensure clear communication with those affected by the bomb threat, providing updates and information as it becomes available.
9. **Review and debrief:** After the threat has been resolved, conduct a thorough review of the incident to identify any areas for improvement in emergency procedures. Debrief with staff to discuss their experiences and any concerns.
10. **Provide support:** Offer support and resources to those affected by the bomb threat, including counseling and assistance with addressing any emotional or psychological impact.

It is important to regularly review and practice bomb threat procedures to ensure that all staff members are familiar with the steps to take in the event of a bomb threat. Additionally, consider incorporating bomb threat awareness and response training into regular employee training sessions.

EMERGENCY EVACUATION PROCEDURES

1. When the fire alarm sounds or an evacuation order is given, cease all work and leave the building via the nearest exit.
2. Follow the designated evacuation routes to the nearest exit, using stairways if the elevators are unavailable.
3. Do not use elevators during a fire emergency.
4. If possible, assist persons with disabilities or injuries in evacuating the building.
5. Move quickly and calmly to the designated assembly area outside the building.
6. Once outside, move away from the building to allow emergency personnel access to the premises.
7. Do not re-enter the building until the all-clear has been given by emergency personnel.

It is important to familiarize yourself with the location of emergency exits and evacuation routes within the workplace. Regularly review and practice these evacuation procedures to ensure everyone is prepared to respond effectively in the event of an emergency. If you have any questions about these procedures, please speak with a supervisor or safety coordinator. Your safety is our top priority.

EVACUATION PROCEDURES FOR BOMB THREAT

1. Evacuation will be accomplished by means other than a general fire alarm. A voice page may be used, but the word “bomb” should not be used in the evacuation message as it would cause undue alarm and panic. The voice page shall include, for example, the following message:

“May I have your attention please, all employees and visitors to the Furniture and Things Community Event Center, including the Senior Activity Center must evacuate the building as quickly and safely as possible. Immediately proceed to the designated assembly area outside of the building. Further information will be given when everyone has safely evacuated outside to the designated assembly area. Thank you.”

The designated assembly for all FT Center patrons and employees will be:

- The High School Football Stadium

If this area is deemed unsafe a location will be specified by the Supervisor on duty.

DISTURBANCES/HOSTILE SITUATIONS

In the event of a disturbance or hostile confrontation, it is essential to prioritize safety and take appropriate action to protect yourself and others. Here are some key emergency procedures to follow in such situations:

1. **Assess the Situation:** If you perceive a potential disturbance or aggression, quickly assess the situation to determine the level of threat and risk involved. Look for potential escape routes and safe areas to seek refuge.
2. **Stay Calm:** It is crucial to remain calm and composed in the face of a disturbance or confrontation. Panicking can escalate the situation and impair your ability to make rational decisions.
3. **Alert Authorities:** If possible, contact the appropriate authorities such as security personnel, law enforcement, or emergency services to report the disturbance and provide them with accurate information about the situation, including your location and any pertinent details.
4. **Seek Safety:** If you are in immediate danger, seek safety by moving to a secure location, such as a locked room or an area with a clear line of sight and escape route. If evacuation is necessary, follow established evacuation procedures and move to an assembly point if specified.
5. **Communicate:** If you are with other people, communicate with them to coordinate your actions and ensure everyone is aware of the situation and the steps being taken to address it.
6. **Follow Established Protocols:** If your organization or location has specific emergency protocols for disturbances and hostile confrontations, follow those procedures diligently. This may include following specific lockdown or evacuation procedures or taking shelter in designated safe areas.
7. **De-escalate if Possible:** If you are directly involved in the confrontation, attempt to de-escalate the situation by speaking calmly and avoiding aggressive or confrontational behavior. Seek to defuse tensions and create an opportunity for peaceful resolution.
8. **Provide Assistance:** After the immediate threat has been neutralized, if it is safe to do so, aid others who may be injured or traumatized. Administer first aid if necessary and offer support and comfort to those affected.

Remember that every situation is unique, and these guidelines are intended as a general framework for responding to disturbances and hostile confrontations. Always prioritize your safety and the safety of others and follow the directions of law enforcement and authorities when they arrive on the scene.

SMOKE OR FIRE EMERGENCY

In the event of a smoke or fire emergency, it is important to remain calm and act quickly to ensure the safety of everyone in the vicinity. Follow these emergency procedures to help keep yourself and others safe:

1. **Alert Others:** If you discover a fire or smoke, immediately notify others in the area by activating the nearest fire alarm. This will help alert everyone to the emergency and prompt them to evacuate the area.
2. **Evacuate the Area:** If it is safe to do so, evacuate the building or area immediately. Use the nearest exit and proceed to the designated assembly point outside of the building. Do not use elevators during a fire emergency.
3. **Close Doors:** As you evacuate, close all doors behind you to help contain the smoke and fire, as well as to slow down the spread of the fire.
4. **Stay Low:** If there is smoke present, stay low to the ground where the air is clearer and easier to breathe. Crawl if necessary to avoid inhaling smoke.
5. **Assist Others:** If you are able to do so safely, assist anyone who may need help evacuating the area, especially those with mobility impairments.
6. **Call for Help:** Once you are safely outside, call the local emergency services (911 or the local emergency number) to report the fire and provide them with as much information as possible, such as the location, size, and any potential hazards.
7. **Do Not Re-enter:** Under no circumstances should you re-enter the building or area until emergency responders have declared it safe to do so.
8. **Follow Instructions:** Listen to and follow any instructions provided by emergency personnel or building staff.
9. **Reassemble at a Safe Location:** Once outside, proceed to the designated assembly point to ensure that everyone is accounted for and to receive further instructions from emergency personnel.

It is important to review and practice these emergency procedures regularly to ensure everyone is prepared to respond appropriately in the event of a smoke or fire emergency. Remember, the safety and well-being of all individuals should be the top priority in any emergency situation.

SEVERE WEATHER

Severe weather events such as tornadoes and blizzards can pose a significant threat to safety. It is important to familiarize yourself with the following emergency procedures in the event of severe weather.

Blizzard:

Consideration to cancel events early if a blizzard is threatening the area should be made as early as possible to allow for safe travel for visitors and staff.

Tornadoes:

1. When a tornado warning is issued, take shelter in the designated tornado shelter area immediately.

Tornado Watch

- A **Watch** means...Conditions are present for severe weather, such as a tornado, to occur.
- Continue normal routine. Be alert for changing weather conditions.

Tornado Warning

A **Warning** means...A funnel cloud has been spotted, or a tornado has touched the ground, or winds in excess of 70 mph have been recorded. Outdoor warning sirens will be sounded.

When a tornado warning is issued, take shelter in the designated tornado shelter area immediately.

Upon receiving notification, FT Center Staff will make an announcement over the intercom. The announcement may read, *“A tornado warning has been issued for the Elk River area. The designated shelter areas are open for employees and visitors.”*

ACTIVE SHOOTER/HOSTILE EVENT

When an active shooter/hostile event is in or near the building, quickly determine the most reasonable ways to protect your own life. Remember that visitors are likely to follow the lead of employees and managers during an active shooter situation.

Because active shooter/hostile event situations are often over before law enforcement arrives on the scene, the individual must be prepared both mentally and physically to deal with an active shooter/hostile event situation. Rapid notification of these events is critical to ensure a timely law enforcement response. While keeping safety in mind, rapid reporting should be done as soon as possible.

Staff should consider the following guidance, in order, when responding to such a threat:

1. **RUN** and escape, if possible.
 - Getting away from the shooter or shooters is the top priority.
 - Leave your belongings behind and get away.
 - Help others escape, if possible, but evacuate regardless of whether others agree to follow.
 - Warn and prevent individuals from entering an area where the active shooter may be.
 - Call 911 when you are safe.
 - If placing a voice call to 9-1-1 is not safe, then consider texting 9-1-1 from a cellular phone.

Information to provide to law enforcement or 9-1-1 operator:

- Location of the active shooter/active attacker
 - Number of shooters/attackers, if more than one
 - Identification of the attacker if it is known.
 - Physical description of shooter(s)/attacker(s)
 - Number and type of weapons held by the shooter(s)/attacker(s)
 - Number of potential victims at the location
2. **HIDE** if escape is not possible.
 - Get out of the shooter's view and stay very quiet.
 - Silence all electronic devices and make sure they will not vibrate.
 - Lock and block doors, close blinds, and turn off lights.
 - Do not hide in groups- spread out along walls or hide separately to make it more difficult for the shooter.
 - Try to communicate with police silently. Use text message or social media to tag your location or put a sign in a window.
 - Stay in place until law enforcement gives you all clear. Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.
 3. **FIGHT** as an absolute last resort.
 - Commit to your actions and act as aggressively as possible against the shooter.
 - Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
 - Be prepared to cause severe or lethal injury to the shooter.
 - Throw items and improvise weapons to distract and disarm the shooter.

AFTER AN ACTIVE SHOOTER/HOSTILE EVENT

- Follow law enforcement instructions and evacuate in the direction they come from, unless otherwise instructed.
- Keep hands visible and empty.
- Know that law enforcement's first task is to end the incident, and they may have to pass injured along the way.
- Officers may be armed with rifles, shotguns, and/or handguns and may use pepper spray or tear gas to control the situation.
- Officers will shout commands and may push individuals to the ground for their safety.

- Take care of yourself first, and then you may be able to help the wounded before first responders arrive.
- If the injured are in immediate danger, help get them to safety.
- While you wait for first responders to arrive, provide first aid. Apply direct pressure to wounded areas and use tourniquets if you have been trained to do so.
- Turn wounded people onto their sides if they are unconscious and keep them warm.
- Consider seeking professional help for you and your family to cope with the long-term effects of the trauma.

KEY ACTIONS DURING A HOSTAGE SITUATION

Hostage situations are incredibly stressful scenarios. The following items outline some considerations in the rare event that such a situation presents itself at a facility.

- Be patient. Avoid drastic action.
- The initial 45 minutes are the most dangerous. Follow instructions and be alert. The captor is often emotionally unstable. Do not make mistakes that could jeopardize your well-being.
- Do not speak unless spoken to and then only when necessary. Do not talk down to the captor, who may be agitated. Avoid appearing hostile.
- Always maintain eye contact with the captor, if possible, but do not stare. Treat the captor respectfully.
- Comply with instructions as best you can and avoid arguments.
- Be observant. You may be released or have an opportunity to escape. The personal safety of others may depend on your memory.
- If medications, first aid, or restroom privileges are needed by anyone, say so.

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

** Refer to your local bomb threat emergency response plan for evacuation criteria*

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

For more information about this form contact the Office for Bombing Prevention at: OBP@cisa.dhs.gov



V2

BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER HUNG UP:

PHONE NUMBER WHERE CALL RECEIVED:

Ask Caller:

- Where is the bomb located? (building, floor, room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No _____
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (background/level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Cracking Voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long distance	
<input type="checkbox"/> Lisp		
<input type="checkbox"/> Loud		
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Slurred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

Other Information:



POLICIES AND PROCEDURES

Last Updated: 4/8/2026



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FT Policies & Procedures

These rules outline the expectations for all guests of the Furniture and Things Community Event Center (FT Center). Our goal is to maintain a respectful, safe, and community-focused environment while supporting responsible and sustainable use of the facility.

General Facility Use

- FT Center staff have full authority to enforce facility rules and ensure safety. Guests must follow all staff directions.
- Unsafe, disruptive, damaging, or illegal activity will be stopped at staff discretion and may be reported to the Elk River Police Department.
- All accidents, injuries, or facility damage must be reported immediately to FT Center staff.
- The FT Center is not responsible for lost or stolen items. Staff cannot store or take responsibility for guest property.
- Parking and traffic flow must follow posted signs; fire lanes, loading zones, and emergency access areas must remain clear.
- Building areas may not be used for unreserved group events. Overlook Café and Lounge tables may not be rearranged; table use is limited to 1 hour to allow all guests access.
- Exits and emergency equipment cannot be blocked or covered.

Prohibited Items

- The FT Center is smoke-free, vape-free, tobacco-free, and cannabis-free. Outside parking areas are ISD 728 property and tobacco, cannabis and vape use are strictly prohibited by state law.
- The FT Center is a gun-free facility due to its location and required access across school district property. Possessing a gun on school property is a felony punishable by up to five years on prison, a fine of up to 410,000, or both.
- Outside alcohol is strictly prohibited. All alcohol must be purchased, provided, and served through the FT Center in accordance with Minnesota law. Service may be stopped at any time for safety concerns.
- Animals are not allowed unless they are licensed service animals or pre-approved for exhibits. Guests are responsible for cleanup and related costs.

Behavior and Supervision

- Violent or aggressive behavior is prohibited.
- Inappropriate language (spoken, written, or in music) is prohibited.
- No use of training aids, sticks, pucks, or balls unless in sporting areas like the ice or turf.
- Rollerblading, roller skating, skateboarding, and wheeled shoes are not allowed inside.
- Children **12 and under** must be supervised by an adult. Youth groups (18 and under) must have 1 adult for every 10 youth, unless otherwise directed by staff.
- **All public areas are under 24-hour camera surveillance.**

Compliance

Failure to follow policies may result in:

- Removal and suspension from the facility
- Loss of rental privileges
- Additional fees or charges

Hours of Operation

Facility Hours

- **Monday–Friday, 7:15 AM – 5:00 PM**
- **Hours will extend when rentals, programs, or scheduled activities occur.**
- **Check the interactive calendar for updated hours: www.ftcenter.finnlyconnect.com**
- **Hours may vary by area (ice, turf, rooms) based on rentals, programs, and guest needs.**
- **Entry outside scheduled hours is not permitted unless approved by FT Center staff.**

Holiday Hours

- **The FT Center will be closed for the following holidays: New Year’s Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day.**
- **The FT Center will open for holiday rentals for an additional \$100 per hour on top of regular rates (2-hour minimum) if staffing is available.**

Facility Rentals

General Rental Policies

- Reservation process: One contact person must coordinate and be present for the event.
- Deposit and payment: 50% deposit due at booking; remaining balance due at least 14 days before the event.
- Rental hours must include setup, deliveries, and cleanup. Occupying the rented space before or after your rental time will result in additional fees.
- Cancellations:
 - >45 days before rental: full refund of deposit. \$10 processing fee applies to refunds.
 - 45–15 days before rental: 50% penalty (deposit forfeited).
 - ≤14 days before rental: 100% penalty (full payment required).
 - If the FT Center rebooks your space, cancellation penalties will be waived.
- Renter is responsible for cleanup, damage, and guest conduct.
- Special use fees may apply for unusual setup, cleanup, holidays, or utilities.
- Renters must comply with all city, state, and federal laws.
- If security is required, Elk River Police Department officers will be contracted for hire and billed to the renter. Contract policing requires a two-officer minimum and a two-hour minimum.
- All electrical equipment must be U.L. approved.
- Operation of heaters, barbecues, candles, torches, welding equipment, smoke-emitting devices, or open flames requires written approval from FT Center management. Fog machines are not allowed.

Home Affiliate Program

- Organizations renting >200 hours in a calendar year will qualify for Silver Home Affiliate Discounted Pricing in the following year
- Organizations renting >800 hours in a calendar year will qualify for Gold Home Affiliate Discounted Pricing in the following year
- Home affiliates qualify for priority re-booking and receive priority scheduling based on level of play, in the following manner:
 - High School → Junior → Figure Skating → Youth
- Home affiliates may be billed after usage in lieu of deposit/pre-payments.

Decorations

- Table linens and linen napkins are available to rent, or renters can provide their own.
- Candles allowed only in glass holders taller than the flame consistent with fire code.
- Confetti, glitter, rice, birdseed, pom-poms, pinatas, and similar items are prohibited.
- Wall décor is allowed with blue painters' tape; no floor, ceiling, or light décor.
- Public areas (bathrooms, lobby) may not be decorated without approval.

Food and Beverages

- Catering and Bar Services are available in-house through the Overlook Café and Lounge.
- A \$25 room rental fee discount is provided for every \$100 purchased in pre-ordered Overlook catering food & beverages (the first hour cannot be discounted).
- **Groups of 40 or fewer may bring food and non-alcoholic drinks; groups over 40 must use the FT Center's Overlook Catering or an approved caterer.**
- Outside alcohol is strictly prohibited. All alcohol must be purchased, provided, and served through the FT Center in accordance with Minnesota law.
- No storage, refrigeration, or services are provided for outside food/beverage.
- Catering services may use food warmers that require open flame chafing dish fuel.
- **Senior Center programming is exempt from catering restrictions.**

Room Rentals

- Room Rental Options
 - Party Room A or B (or A and B combined) with tables and chairs.
 - Flex Space with tables and chairs.
 - Overlook Café with tables and chairs (may be unavailable during public hours).
 - Overlook Lounge with existing furniture (may be unavailable during public hours and bar minimum may apply).
 - **The Yard x Rinks & Links (tables and chairs available for an additional fee).**
 - Senior Center: Members only; unavailable Mon–Fri 8:30 AM – 4:00 PM.
- Additional tables, chairs, and linens are available to rent.
- Rooms include microphone and speaker system, large screen TVs for laptop connection via HDMI or Clickshare, all on request only. Staff can assist with FT Center equipment only.
- Guests will need to provide any extension cords.

Ice Arena Rentals

- Home to **Cornerstone Automotive Arena** and **Kiser Construction Arena** (NHL-size rinks with stadium seating).
- Two locker rooms are included per rental; more may be requested if available. Hockey nets are included on request.
- Ice scheduling priority:
 - FT Center events, programs, and maintenance.
 - Home Affiliates (High School → Junior → Figure Skating → Youth).
 - Outside reservations (first-come, first-served).
- Users must adhere to all General Facility Use, Rentals Policies, and the following:
 - Player's gates shall be fully closed and everyone off the ice during resurfacing.
 - Food and drinks (except water) are prohibited on the ice or in players' benches.
 - Only skate-assists are allowed on-ice, no chairs.
 - Hockey Bags are not to be left unattended in common areas or piled up in lobbies.
 - Taunting, spitting, or unsafe behavior is prohibited.
 - Sound system cords are not provided; staff will monitor noise levels.

Field House Rentals

- Home to **The Yard x Rinks & Links** field house.
 - November – April, full turf use, no exceptions.
 - May – October, turf status can be changed as approved by FT Center Staff.
 - Net or curtain surround with advance request.
- Includes 1–3 batting cages on the north side upon request.
- Walking track may be closed based on event needs.
- The Yard x Rinks & Links rental priority:
 - FT Center events and programs
 - Home Affiliates
 - Elk River Organizations (Jan 1 for following calendar year)
 - Outside reservations (Feb 1 for following calendar year)
- Users must adhere to all General Facility Use, Rentals Policies, and the following:
 - Equipment storage requires prior permission.
 - Only plastic or rubber cleats are allowed on turf.
 - No hitting balls against nets, dividers, or ceiling.
 - Sound system cords are not provided; staff will monitor noise levels.

**FT Center Policies & Procedures
History**

Adopted by:	On (date)	Item #



EMERGENCY PROCEDURES GUIDE

Last Updated: 4/8/2026



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EMERGENCY PROCEDURES GUIDE

To all employees of Furniture and Things Community Event Center,

Considering potential emergencies that can occur in the workplace, it is crucial for all city employees to be aware of and prepared for various emergency situations. This Emergency Procedures Guide has been created to provide you with the necessary information and instructions to handle emergency situations effectively and ensure the safety of yourself and others.

This guide will cover a range of likely emergency scenarios but is not intended to cover all possible situations. It will also outline the specific procedures and protocols to follow in each situation, as well as the roles and responsibilities of employees during an emergency.

It is important for every employee to familiarize themselves with this guide and to be prepared to take immediate and appropriate action when necessary. By being well-informed and ready to respond in an emergency, we can ensure the well-being and safety of our fellow employees and the public. It is important to familiarize yourself with the following procedures and know the location of emergency exits, evacuation routes, and emergency equipment within the workplace.

We hope that this guide will provide you with the knowledge and confidence to effectively manage any emergency situation that may arise.

FOR ALL EMERGENCIES: CALL 911

Medical Emergencies

In the event of a medical emergency or injury, follow these steps to provide immediate aid and ensure safety:

1. **Call for Help:** Dial emergency services (such as 911) immediately to request assistance from paramedics and other first responders. Provide clear and accurate information about the nature of medical emergency or injury.
2. **Assess the Situation:** Quickly evaluate the scene for any immediate threats to your safety or the safety of the injured person. If the area is unsafe, move yourself and the injured person to a safe location if possible.
3. **Provide First Aid:** If you are trained in first aid, provide immediate assistance based on your level of training. This may include applying direct pressure to stop bleeding, performing CPR, or stabilizing the injured person's neck and spine if there is a suspected neck or back injury.
4. **Control Bleeding:** If the injured person is bleeding, apply direct pressure to the wound using a clean cloth or bandage. Elevate the injured area if possible and maintain pressure until help arrives.
5. **Monitor Vital Signs:** Check the injured person's vital signs, including breathing, pulse, and level of responsiveness. If necessary, provide basic life support measures such as CPR or rescue breathing.
6. **Gather Information:** Gather important information about the injured person, including their medical history, known allergies, and any medications they are taking. This information can be crucial for medical professionals when they arrive.
7. **Communicate with Emergency Services:** Stay on the line with emergency services and provide any updates on the injured person's condition. Follow any instructions given by the dispatcher.
8. **Stay Calm and Reassure the Injured Person:** Keep the injured person as calm as possible, providing reassurance and comfort while waiting for help to arrive. Talking to the injured person in a calm and confident manner can help reduce anxiety and promote a sense of safety.
9. **Document the Incident:** After the situation is under control, document the details of the medical emergency or injury, including the time it occurred, the events leading up to it, and the actions taken to provide aid.

Bomb Threat Procedure (SEE APPENDIX A FOR QUICK GUIDE)

Purpose: To plan for incidents involving bomb threats or suspected explosive devices. (See Appendix A for guidance)

1. **Take the threat seriously:** If a bomb threat is received, it should be treated as a credible threat and all necessary actions should be taken to ensure the safety and security of everyone in the vicinity.
2. **Remain calm:** It is important to remain calm and not create panic. Alert others discreetly, if possible, and follow the established emergency procedures.

3. **Notify authorities:** Contact local law enforcement immediately to report the threat. Provide as much detail as possible about the threat, including the exact wording of the threat, if available.
4. **Evacuate the area:** If the threat is deemed credible, initiate an evacuation of the area. Follow established evacuation procedures and move to a safe location away from the potential target of the bomb threat. (See Evacuation Procedures guide)
5. **Follow instructions:** If emergency personnel are on the scene, follow their instructions and cooperate fully with their directions. Do not return to the area until it has been declared safe by the authorities.
6. **Search for suspicious items:** If it is safe to do so, staff members should conduct a brief search of their immediate area for any suspicious items. Do not touch or move any suspicious items and report them to the authorities immediately.

7. **Remain vigilant:** Even after the area has been cleared, remain vigilant for any suspicious activity or items. Report any concerns to authorities and follow their instructions.
8. **Communicate with those affected:** Ensure clear communication with those affected by the bomb threat, providing updates and information as it becomes available.
9. **Review and debrief:** After the threat has been resolved, conduct a thorough review of the incident to identify any areas for improvement in emergency procedures. Debrief with staff to discuss their experiences and any concerns.
10. **Provide support:** Offer support and resources to those affected by the bomb threat, including counseling and assistance with addressing any emotional or psychological impact.

It is important to regularly review and practice bomb threat procedures to ensure that all staff members are familiar with the steps to take in the event of a bomb threat. Additionally, consider incorporating bomb threat awareness and response training into regular employee training sessions.

Emergency Evacuation Procedures

1. When the fire alarm sounds or an evacuation order is given, cease all work and leave the building via the nearest exit.
2. Follow the designated evacuation routes to the nearest exit, using stairways if the elevators are unavailable.
3. Do not use elevators during a fire emergency.
4. If possible, assist persons with disabilities or injuries in evacuating the building.
5. Move quickly and calmly to the designated assembly area outside the building.
6. Once outside, move away from the building to allow emergency personnel access to the premises.
7. Do not re-enter the building until the all-clear has been given by emergency personnel.

It is important to familiarize yourself with the location of emergency exits and evacuation routes within the workplace. Regularly review and practice these evacuation procedures to ensure

everyone is prepared to respond effectively in the event of an emergency. If you have any questions about these procedures, please speak with a supervisor or safety coordinator. Your safety is our top priority.

Evacuation Procedures for Bomb Threat

Evacuation will be accomplished by means other than a general fire alarm. A voice page may be used, but the word “bomb” should not be used in the evacuation message as it would cause undue alarm and panic. The voice page shall include, for example, the following message:

“May I have your attention please, all employees and visitors to the Furniture and Things Community Event Center, including the Senior Activity Center must evacuate the building as quickly and safely as possible. Immediately proceed to the designated assembly area outside of the building. Further information will be given when everyone has safely evacuated outside to the designated assembly area. Thank you.”

The designated assembly for all FT Center patrons and employees will be:

- The High School Football Stadium

If this area is deemed unsafe a location will be specified by the Supervisor on duty.

Disturbances/Hostile Situations

In the event of a disturbance or hostile confrontation, it is essential to prioritize safety and take appropriate action to protect yourself and others. Here are some key emergency procedures to follow in such situations:

1. **Assess the Situation:** If you perceive a potential disturbance or aggression, quickly assess the situation to determine the level of threat and risk involved. Look for potential escape routes and safe areas to seek refuge.
2. **Stay Calm:** It is crucial to remain calm and composed in the face of a disturbance or confrontation. Panicking can escalate the situation and impair your ability to make rational decisions.
3. **Alert Authorities:** If possible, contact the appropriate authorities such as security personnel, law enforcement, or emergency services to report the disturbance and provide them with accurate information about the situation, including your location and any pertinent details.
4. **Seek Safety:** If you are in immediate danger, seek safety by moving to a secure location, such as a locked room or an area with a clear line of sight and escape route. If evacuation is necessary, follow established evacuation procedures and move to an assembly point if specified.
5. **Communicate:** If you are with other people, communicate with them to coordinate your actions and ensure everyone is aware of the situation and the steps being taken to address it.

6. **Follow Established Protocols:** If your organization or location has specific emergency protocols for disturbances and hostile confrontations, follow those procedures diligently. This may include following specific lockdown or evacuation procedures or taking shelter in designated safe areas.
7. **De-escalate if Possible:** If you are directly involved in the confrontation, attempt to de-escalate the situation by speaking calmly and avoiding aggressive or confrontational behavior. Seek to defuse tensions and create an opportunity for peaceful resolution.
8. **Provide Assistance:** After the immediate threat has been neutralized, if it is safe to do so, aid others who may be injured or traumatized. Administer first aid if necessary and offer support and comfort to those affected.

Remember that every situation is unique, and these guidelines are intended as a general framework for responding to disturbances and hostile confrontations. Always prioritize your safety and the safety of others and follow the directions of law enforcement and authorities when they arrive on the scene.

Smoke or Fire Emergency

In the event of a smoke or fire emergency, it is important to remain calm and act quickly to ensure the safety of everyone in the vicinity. Follow these emergency procedures to help keep yourself and others safe:

1. **Alert Others:** If you discover a fire or smoke, immediately notify others in the area by activating the nearest fire alarm. This will help alert everyone to the emergency and prompt them to evacuate the area.
2. **Evacuate the Area:** If it is safe to do so, evacuate the building or area immediately. Use the nearest exit and proceed to the designated assembly point outside of the building. Do not use elevators during a fire emergency.
3. **Close Doors:** As you evacuate, close all doors behind you to help contain the smoke and fire, as well as to slow down the spread of the fire.
4. **Stay Low:** If there is smoke present, stay low to the ground where the air is clearer and easier to breathe. Crawl if necessary to avoid inhaling smoke.
5. **Assist Others:** If you are able to do so safely, assist anyone who may need help evacuating the area, especially those with mobility impairments.
6. **Call for Help:** Once you are safely outside, call the local emergency services (911 or the local emergency number) to report the fire and provide them with as much information as possible, such as the location, size, and any potential hazards.
7. **Do Not Re-enter:** Under no circumstances should you re-enter the building or area until emergency responders have declared it safe to do so.
8. **Follow Instructions:** Listen to and follow any instructions provided by emergency personnel or building staff.
9. **Reassemble at a Safe Location:** Once outside, proceed to the designated assembly point to ensure that everyone is accounted for and to receive further instructions from emergency personnel.

It is important to review and practice these emergency procedures regularly to ensure everyone is prepared to respond appropriately in the event of a smoke or fire emergency. Remember, the safety and well-being of all individuals should be the top priority in any emergency situation.

Severe Weather

Severe weather events such as tornadoes and blizzards can pose a significant threat to safety. It is important to familiarize yourself with the following emergency procedures in the event of severe weather.

Blizzard

Consideration to cancel events early if a blizzard is threatening the area should be made as early as possible to allow for safe travel for visitors and staff.

Tornadoes

When a tornado warning is issued, take shelter in the designated tornado shelter area immediately.

- **Tornado Watch:**
 - A Watch means...Conditions are present for severe weather, such as a tornado, to occur.
 - Continue normal routine. Be alert for changing weather conditions.
- **Tornado Warning**
 - A Warning means...A funnel cloud has been spotted, or a tornado has touched the ground, or winds in excess of 70 mph have been recorded. Outdoor warning sirens will be sounded.
 - When a tornado warning is issued, take shelter in the designated tornado shelter area immediately.

Upon receiving notification, FT Center Staff will make an announcement over the intercom. The announcement may read, "A tornado warning has been issued for the Elk River area. The designated shelter areas are open for employees and visitors."

Active Shooter/Hostile Event

When an active shooter/hostile event is in or near the building, quickly determine the most reasonable ways to protect your own life. Remember that visitors are likely to follow the lead of employees and managers during an active shooter situation.

Because active shooter/hostile event situations are often over before law enforcement arrives on the scene, the individual must be prepared both mentally and physically to deal with an active shooter/hostile event situation. Rapid notification of these events is critical to ensure a timely law

enforcement response. While keeping safety in mind, rapid reporting should be done as soon as possible.

Staff should consider the following guidance, in order, when responding to such a threat:

1. RUN and escape, if possible.

- Getting away from the shooter or shooters is the top priority.
- Leave your belongings behind and get away.
- Help others escape, if possible, but evacuate regardless of whether others agree to follow.
- Warn and prevent individuals from entering an area where the active shooter may be.
- Call 911 when you are safe.
- If placing a voice call to 9-1-1 is not safe, then consider texting 9-1-1 from a cellular phone.
- Information to provide to law enforcement or 9-1-1 operator:
 - Location of the active shooter/active attacker
 - Number of shooters/attackers, if more than one
 - Identification of the attacker if it is known.
 - Physical description of shooter(s)/attacker(s)
 - Number and type of weapons held by the shooter(s)/attacker(s)
 - Number of potential victims at the location

1. HIDE if escape is not possible.

- Get out of the shooter's view and stay very quiet.
- Silence all electronic devices and make sure they will not vibrate.
- Lock and block doors, close blinds, and turn off lights.
- Do not hide in groups- spread out along walls or hide separately to make it more difficult for the shooter.
- Try to communicate with police silently. Use text message or social media to tag your location or put a sign in a window.
- Stay in place until law enforcement gives you all clear. Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.

2. FIGHT as an absolute last resort.

- Commit to your actions and act as aggressively as possible against the shooter.
- Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
- Be prepared to cause severe or lethal injury to the shooter.
- Throw items and improvise weapons to distract and disarm the shooter.

After An Active Shooter/Hostile Event

- Follow law enforcement instructions and evacuate in the direction they come from, unless otherwise instructed.
- Keep hands visible and empty.
- Know that law enforcement's first task is to end the incident, and they may have to pass injured along the way.

- Officers may be armed with rifles, shotguns, and/or handguns and may use pepper spray or tear gas to control the situation.
- Officers will shout commands and may push individuals to the ground for their safety.
- Take care of yourself first, and then you may be able to help the wounded before first responders arrive.
- If the injured are in immediate danger, help get them to safety.
- While you wait for first responders to arrive, provide first aid. Apply direct pressure to wounded areas and use tourniquets if you have been trained to do so.
- Turn wounded people onto their sides if they are unconscious and keep them warm.
- Consider seeking professional help for you and your family to cope with the long-term effects of the trauma.

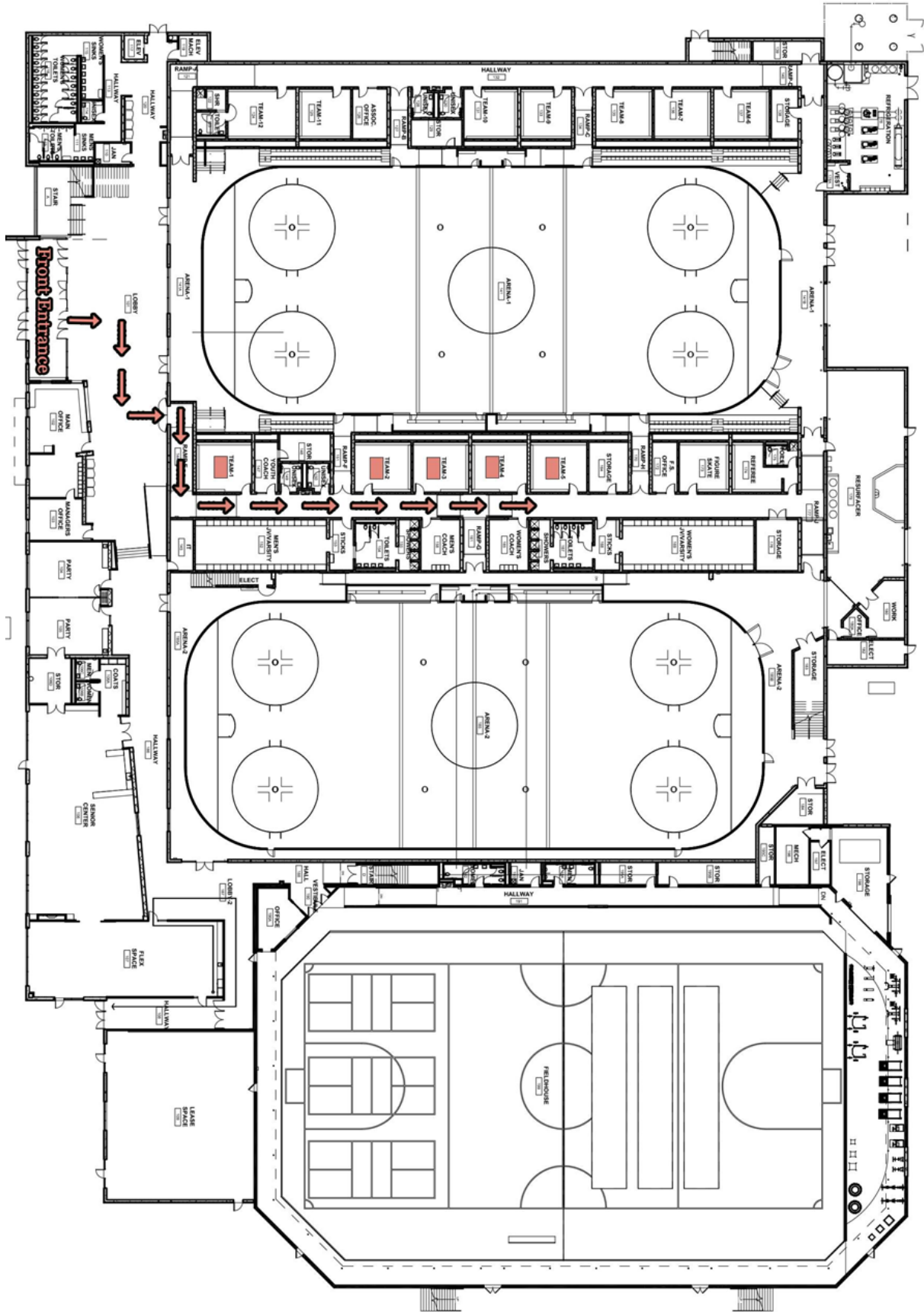
Key Actions During A Hostage Situation

Hostage situations are incredibly stressful scenarios. The following items outline some considerations in the rare event that such a situation presents itself at a facility.

- Be patient. Avoid drastic action.
- The initial 45 minutes are the most dangerous. Follow instructions and be alert. The captor is often emotionally unstable. Do not make mistakes that could jeopardize your well-being.
- Do not speak unless spoken to and then only when necessary. Do not talk down to the captor, who may be agitated. Avoid appearing hostile.
- Always maintain eye contact with the captor, if possible, but do not stare. Treat the captor respectfully.
- Comply with instructions as best you can and avoid arguments.
- Be observant. You may be released or have an opportunity to escape. The personal safety of others may depend on your memory.
- If medications, first aid, or restroom privileges are needed by anyone, say so.

Emergency Procedures Guide History

Adopted by:	On (date)	Item #



Accessing Weather Shelters in the FT Center. (Locker Rooms 1-5 noted with ■)

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

* Refer to your local bomb threat emergency response plan for evacuation criteria

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

For more information about this form contact the Office for Bombing Prevention at: OBP@cisa.dhs.gov



V2

BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER HUNG UP:

PHONE NUMBER WHERE CALL RECEIVED:

Ask Caller:

- Where is the bomb located? (building, floor, room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No _____
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (background/level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Cracking Voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long distance	
<input type="checkbox"/> Lisp		
<input type="checkbox"/> Loud		
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Slurred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

Other information:



Request for Action

To
Community Event Center Commission

Item Number
10.1

Meeting Date
April 13, 2026

Prepared By
Katie Harstad, Multipurpose Facility Manager

Item Description
Facility Improvements

Reviewed by
Katie Harstad
Joe Stremcha

Action Requested

Recommend, by motion, the City Council consider the use of remaining ARPA funding and an interfund loan (if necessary) to construct additional restrooms/showers within the facility.

Recommend, by motion, the City Council consider the use of remaining ARPA funding and an interfund loan (if necessary) to construct a rooftop patio to expand The Overlook Lounge.

Background/Discussion

In 2024, \$405,518 of American Rescue Plan Act (ARPA) Funds were transferred to the FT Center Special Revenue Fund for The Yard improvements. In 2025, \$283,937 had been spent on the turf retrofit, concrete floor, and a deposit for replacement doors and a new entryway. The remaining project balance is \$121,581. In 2026, the remaining balance for the new doors and entryway will be paid, a 360-degree curtain track system will be added, pickleball court materials will be purchased, and staff will complete other minor improvements to the space.

Financial Impact

Staff are soliciting quotes through various vendors and total project costs are to be determined.

Mission/Policy/Goal

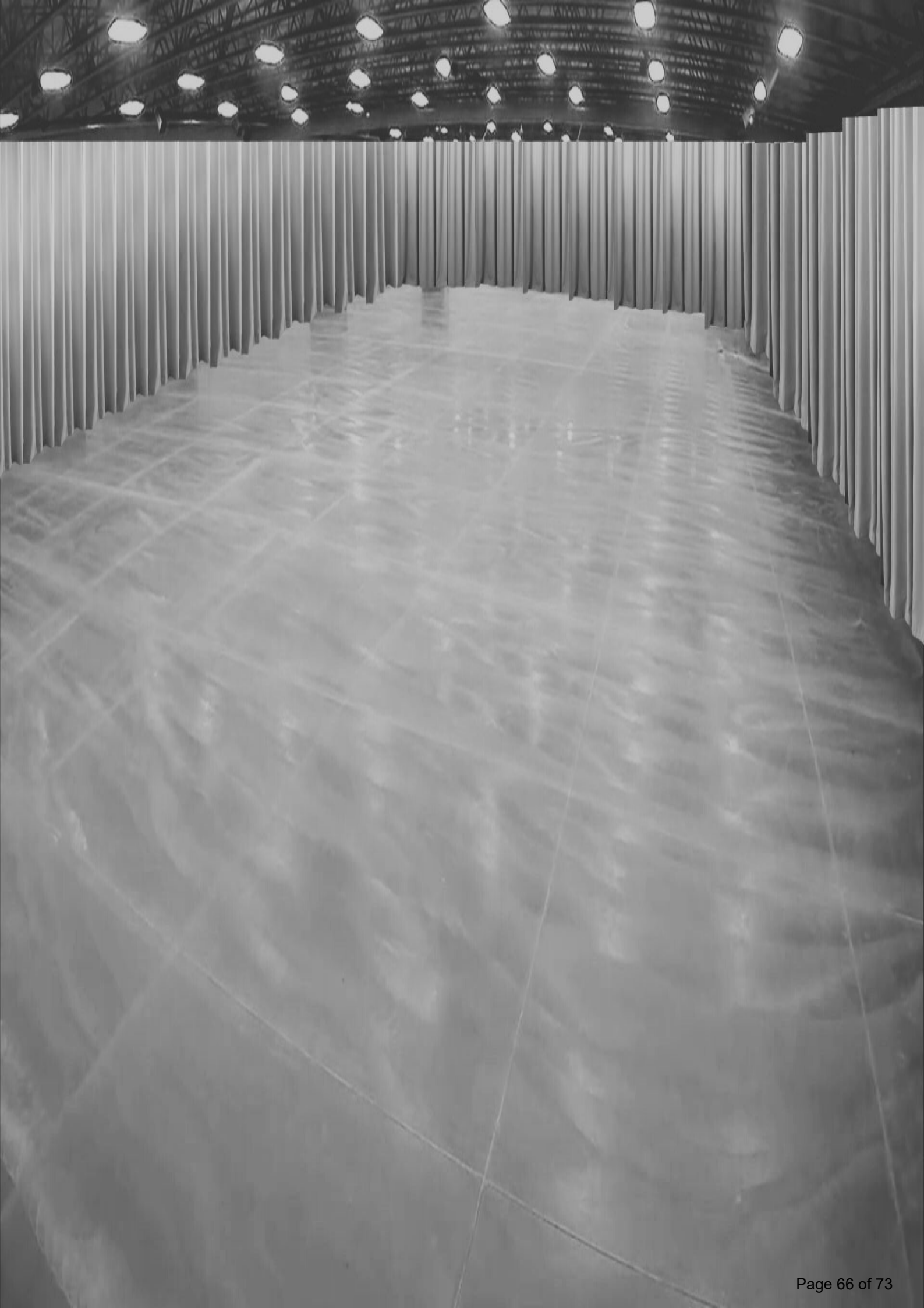
Meet changing needs - agile.

Attachments

1. The Yard x Rinks & Links Rendering

The Elk River Vision

A welcoming community with revolutionary and spirited resourcefulness, exceptional service, and community engagement that encourages and inspires prosperity





Request for Action

To
Community Event Center Commission

Item Number
10.2

Meeting Date
April 13, 2026

Prepared By
Joe Stremcha, Business Services Director/Assistant
City Administrator

Item Description
2026 Parking Lot Expansion

Reviewed by
Katie Harstad
Joe Stremcha

Action Requested

Recommend, by motion, the City Council construct the 2026 parking lot expansion as designed with an ISD728 easement amendment (to include cost sharing or increased reserved parking language) OR construct the city-owned property improvements as designed sans an easement amendment.

Background/Discussion

FT Center staff receive consistent feedback on the lack of accessible, close-by, and convenient parking at the FT Center and ISD 728 Stadium during the school day and special events. Numerous vehicles disregard the fire lane, park on the grass (disturbing irrigation and landscaping), or require Senior Activity Center members and other program participants to access the FT Center from great distances. Staff is negotiating access, construction costs, and maintenance expenses with ISD 728 to equitably share in the investment of additional parking.

Financial Impact

The project is included in the 2026 CIP. The CIP identified the Building Reserve Fund to fund the project, and an interfund loan resolution will be necessary this summer. The FT Center Special Revenue Fund will make payments for these improvements over a 10-year amortization schedule at 4% interest.

Mission/Policy/Goal

Meet changing needs - agile.

Attachments

- I. FT Center 2026 Parking Lot Expansion

The Elk River Vision

A welcoming community with revolutionary and spirited resourcefulness, exceptional service, and community engagement that encourages and inspires prosperity

CITY OF ELK RIVER

CONSTRUCTION PLANS FOR

2026 PARKING LOT IMPROVEMENTS

BITUMINOUS MILLING, GRADING, AGGREGATE BASE, PLANT MIXED BITUMINOUS PAVEMENT, CONCRETE CURB & GUTTER, STORM SEWER, SANITARY SEWER, WATERMAIN, ADA IMPROVEMENTS, TURF RESTORATION, AND LANDSCAPING

MARCH, 2026

RESOURCE LIST

CITY OF ELK RIVER

City Hall
13065 Orono Parkway
Elk River, MN 55330

City Administrator:
Calvin Portner

Mayor: John J. Dietz

City Council Members:
Cory Grupa
J. Brian Calva
Mike Beyer
Jennifer Wagner

Chief City Engineer:
Justin Femrite, P.E.

UTILITIES

GAS
Centerpoint Energy
800 LaSalle Avenue
PO Box 38
Minneapolis, MN
59038-0038

TELEPHONE/CABLE
Charter Communications
101 6th Street NE
Buffalo, MN 55313

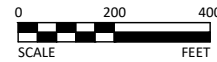
Centurylink
425 Monroe Street
Anoka, MN 55303

ELECTRIC
Elk River Municipal Utilities
13069 Orono Parkway
PO BOX 430
Elk River, MN
55330-0430

NOTE: EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY GOPHER STATE ONE CALL, 1-800-252-1166 OR 651-454-0002.

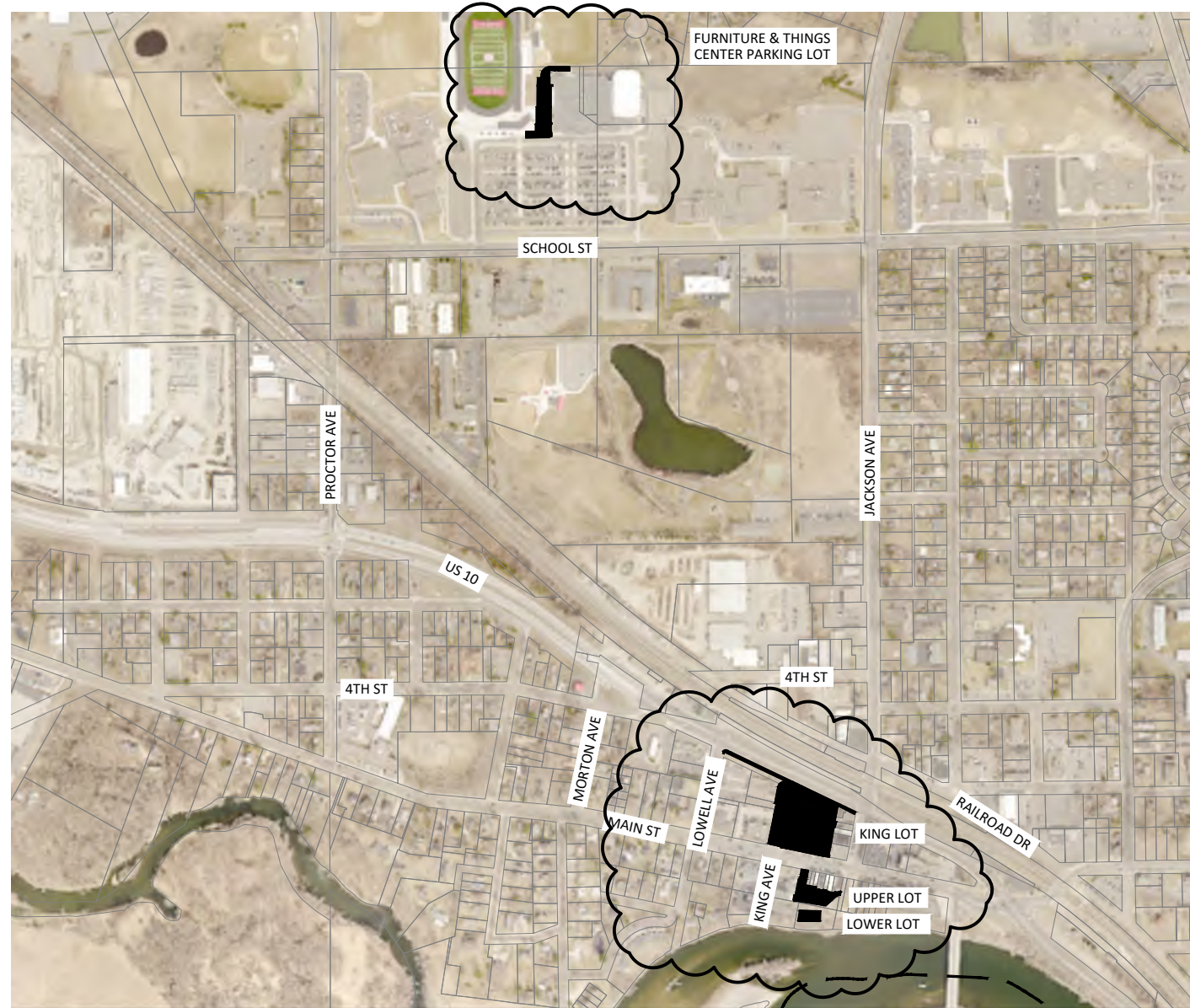
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MAP OF THE
CITY OF ELK RIVER
SHERBURNE COUNTY, MN



MAP LEGEND

PROJECT LOCATION



SHEET NUMBER SHEET TITLE

SHEET NUMBER	SHEET TITLE
GENERAL	
1	TITLE SHEET
2	LEGEND
3	TYPICAL SECTIONS
4-5	CITY DETAILS
7-12	MNDOT PEDESTRIAN CURB RAMP DETAILS
DOWNTOWN PARKING LOTS	
13-14	EXISTING CONDITIONS & REMOVALS PLAN
15-17	STORM WATER POLLUTION PREVENTION PLAN
18	EROSION CONTROL PLAN
19	HWY 10 SIDEWALK PLAN & PROFILE
20-21	GRADING PLAN
22-23	SITE PLAN
24	UTILITY PLAN
25-28	LIGHTING PLAN
29	HWY 10 SIDEWALK CROSS SECTIONS
FURNITURE & THINGS CENTER PARKING LOT	
30	EXISTING CONDITIONS & REMOVALS PLAN
31	GRADING & EROSION CONTROL PLAN
32	SITE PLAN
33	LIGHTING PLAN

THIS PLAN SET CONTAINS 33 SHEETS.

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

JASON W. COOK, P.E. REG. NO. 47541 DATE: 3/27/2026

REVIEWED & APPROVED _____ DATE: _____
CITY OF ELK RIVER CHIEF ENGINEER

RECORD DRAWING INFORMATION	
OBSERVER:	
CONTRACTOR:	
DATE:	

© Bolton & Menk, Inc. 2026. All Rights Reserved. File: 25X.139740.0001.CAD (2026) 2026 Parking Lot M&S 0139740G001.dwg 3/29/2026 10:53:22 AM Plotted by: Caleb Shipley

DRAFT



7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MN 55303
Phone: (763) 433-2851
Email: Ramsey@bolton-menk.com
www.bolton-menk.com



DESIGNED	NO.	ISSUED FOR	DATE
DRAWN			
CHECKED			
CLIENT PROJ. NO.	25X.139740.000		

CITY OF ELK RIVER
2026 PARKING LOT IMPROVEMENTS
TITLE SHEET

SHEET
1
OF
33

EXISTING TOPOGRAPHIC SYMBOLS

	ACCESS GRATE		REGULATION STATION GAS
	AIR CONDITION UNIT		SATELLITE DISH
	ANTENNA		SIGN TRAFFIC
	AUTO SPRINKLER CONNECTION		SIGNAL CONTROL CABINET
	BARRICADE PERMANENT		SOIL BORING
	BASKETBALL POST		SIREN
	BENCH		TELEPHONE BOOTH
	BIRD FEEDER		TILE INLET
	BOLLARD		TILE OUTLET
	BUSH		TILE RISER
	CATCH BASIN RECTANGULAR CASTING		TRANSFORMER-ELECTRIC
	CATCH BASIN CIRCULAR CASTING		TREE-CONIFEROUS
	CURB STOP		TREE-DEAD
	CLEAN OUT		TREE-DECIDUOUS
	CULVERT END		TREE STUMP
	DRINKING FOUNTAIN		TRAFFIC ARM BARRIER
	DOWN SPOUT		TRAFFIC SIGNAL
	ELECTRIC CAR CHARGE STATION		TRASH CAN
	FILL PIPE		UTILITY MARKER
	FIRE HYDRANT		VALVE
	FLAG POLE		VALVE POST INDICATOR
	FLARED END / APRON		VALVE VAULT
	FUEL PUMP		VAULT
	GRILL		VENT PIPE
	GUY WIRE ANCHOR		WATER SPIGOT
	HANDHOLE		WELL
	HANDICAP SPACE		WETLAND DELINEATED MARKER
	IRRIGATION SPRINKLER HEAD		WETLAND
	IRRIGATION VALVE BOX		WET WELL
	LIFT STATION CONTROL PANEL		YARD HYDRANT
	LIFT STATION		
	LIGHT POLE		
	MAILBOX		
	MANHOLE-COMMUNICATION		
	MANHOLE-ELECTRIC		
	MANHOLE-GAS		
	MANHOLE-HEAT		
	MANHOLE-RECLAIMED WATER		
	MANHOLE-SANITARY SEWER		
	MANHOLE-STORM SEWER		
	MANHOLE-UTILITY		
	MANHOLE-WATER		
	METER		
	DRIVE-THRU MICROPHONE		
	PARKING METER		
	PAVEMENT MARKING		
	PEDESTAL-COMMUNICATION		
	PEDESTAL-ELECTRIC		
	PEDESTRIAN PUSH BUTTON		
	PICNIC TABLE		
	POLE-UTILITY		
	POST		
	RAILROAD SIGNAL POLE		

PROPOSED TOPOGRAPHIC SYMBOLS

	CLEANOUT
	MANHOLE
	LIFT STATION
	STORM SEWER CIRCULAR CASTING
	STORM SEWER RECTANGULAR CASTING
	STORM SEWER FLARED END / APRON
	STORM SEWER OUTLET STRUCTURE
	STORM SEWER OVERFLOW STRUCTURE
	CURB BOX
	FIRE HYDRANT
	WATER VALVE
	WATER REDUCER
	WATER BEND
	WATER TEE
	WATER CROSS
	WATER SLEEVE
	WATER CAP / PLUG
	RIP RAP
	DRAINAGE FLOW
	TRAFFIC SIGNS

SURVEY SYMBOLS

	BENCHMARK LOCATION		CAST IRON MONUMENT
	CONTROL POINT		STONE MONUMENT
	MONUMENT FOUND		

EXISTING TOPOGRAPHIC LINES

	RETAINING WALL
	FENCE
	FENCE-DECORATIVE
	GUARD RAIL
	TREE LINE
	BUSH LINE

SURVEY LINES

	CONTROLLED ACCESS BOUNDARY
	CENTERLINE
	EXISTING EASEMENT LINE
	PROPOSED EASEMENT LINE
	EXISTING LOT LINE
	PROPOSED LOT LINE
	EXISTING RIGHT-OF-WAY
	PROPOSED RIGHT-OF-WAY
	SETBACK LINE
	SECTION LINE
	QUARTER LINE
	SIXTEENTH LINE
	TEMPORARY EASEMENT

EXISTING UTILITY LINES

	FORCE MAIN
	SANITARY SEWER
	SANITARY SERVICE
	STORM SEWER
	STORM SEWER DRAIN TILE
	WATER MAIN
	WATER SERVICE
	RECLAIMED WATER

PROPOSED UTILITY LINES

	FORCE MAIN
	SANITARY SEWER
	SANITARY SERVICE
	STORM SEWER
	STORM SEWER DRAIN TILE
	WATER MAIN
	WATER SERVICE
	PIPE CASING
	TRENCHLESS PIPE (PLAN VIEW)
	TRENCHLESS PIPE (PROFILE VIEW)

GRADING INFORMATION

	EXISTING CONTOUR MINOR
	EXISTING CONTOUR MAJOR
	PROPOSED CONTOUR MINOR
	PROPOSED CONTOUR MAJOR
	PROPOSED GRADING LIMITS / SLOPE LIMITS
	PROJECT LIMITS
	PROPOSED SPOT ELEVATION
	RISE:RUN (SLOPE)

HATCH PATTERNS

	BITUMINOUS		GRAVEL
	CONCRETE		

EXISTING PRIVATE UTILITY LINES

NOTE:

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	UNDERGROUND FIBER OPTIC
	UNDERGROUND ELECTRIC
	UNDERGROUND GAS
	UNDERGROUND COMMUNICATION
	OVERHEAD ELECTRIC
	OVERHEAD COMMUNICATION
	OVERHEAD UTILITY

UTILITIES IDENTIFIED WITH A QUALITY LEVEL :

LINE TYPES FOLLOW THE FORMAT: UTILITY TYPE - QUALITY LEVEL
 EXAMPLE: G-A UNDERGROUND GAS, QUALITY LEVEL A
 UTILITY QUALITY LEVEL (A,B,C,D) DEFINITIONS CAN BE FOUND IN CI/ASCE 38-22.

UTILITY QUALITY LEVELS:

QUALITY LEVEL D: PROVIDES THE MOST BASIC LEVEL OF INFORMATION. IT INVOLVES COLLECTING DATA FROM EXISTING UTILITY RECORDS. RECORDS MAY INCLUDE AS-BUILT DRAWINGS, DISTRIBUTION AND SERVICES MAPS, EXISTING GEOGRAPHIC INFORMATION SYSTEM DATABASES, CONSTRUCTION PLANS, ETC.

QUALITY LEVEL C: INVOLVES SURVEYING VISIBLE SUBSURFACE UTILITY STRUCTURES SUCH AS MANHOLES, HAND-HOLES, UTILITY VALVES AND METERS, FIRE HYDRANTS, PEDESTALS AND UTILITY MARKERS, AND THEN CORRELATING THE INFORMATION WITH EXISTING UTILITY RECORDS TO CREATE COMPOSITE DRAWINGS. INCLUDES QUALITY LEVEL D ACTIVITIES.

QUALITY LEVEL B: INVOLVES DESIGNATING THE HORIZONTAL POSITION OF SUBSURFACE UTILITIES THROUGH SURFACE DETECTION METHODS AND COLLECTING THE INFORMATION THROUGH A SURVEY METHOD. INCLUDES QUALITY LEVEL C AND D TASKS.

QUALITY LEVEL A: PROVIDES THE HIGHEST LEVEL OF ACCURACY. IT INVOLVES LOCATING OR POTHOLING UTILITIES AS WELL AS ACTIVITIES IN QUALITY LEVELS B, C, AND D. THE LOCATED FACILITY INFORMATION IS SURVEYED AND MAPPED AND THE DATA PROVIDES PRECISE PLAN AND PROFILE INFORMATION.

ABBREVIATIONS

A	ALGEBRAIC DIFFERENCE	GRAV	GRAVEL	RSC	RIGID STEEL CONDUIT
ADJ	ADJUST	GU	GUTTER	RT	RIGHT
ALT	ALTERNATE	GV	GATE VALVE	SAN	SANITARY SEWER
B-B	BACK TO BACK	HDPE	HIGH DENSITY POLYETHYLENE	SCH	SCHEDULE
BIT	BITUMINOUS	HH	HANDHOLE	SERV	SERVICE
BLDG	BUILDING	HP	HIGH POINT	SHLD	SHOULDER
BMP	BEST MANAGEMENT PRACTICE	HWL	HIGH WATER LEVEL	STA	STATION
BR	BEGIN RADIUS	HYD	HYDRANT	STD	STANDARD
BV	BUTTERFLY VALVE	I	INVERT	STM	STORM SEWER
CB	CATCH BASIN	K	CURVE COEFFICIENT	TC	TOP OF CURB
C&G	CURB AND GUTTER	L	LENGTH	TE	TEMPORARY EASEMENT
CIP	CAST IRON PIPE	LO	LOWEST OPENING	TEMP	TEMPORARY
CIPP	CURED-IN-PLACE PIPE	LP	LOW POINT	TNH	TOP NUT HYDRANT
CL	CENTER LINE	LT	LEFT	TP	TOP OF PIPE
CL	CLASS	MAX	MAXIMUM	TYP	TYPICAL
CLVT	CULVERT	MH	MANHOLE	VCP	VITRIFIED CLAY PIPE
CMP	CORRUGATED METAL PIPE	MIN	MINIMUM	VERT	VERTICAL
C.O.	CHANGE ORDER	MR	MID RADIUS	VPC	VERTICAL POINT OF CURVE
COMM	COMMUNICATION	NIC	NOT IN CONTRACT	VPI	VERTICAL POINT OF INTERSECTION
CON	CONCRETE	NMC	NON-METALLIC CONDUIT	VPT	VERTICAL POINT OF TANGENT
CSP	CORRUGATED STEEL PIPE	NTS	NOT TO SCALE	WM	WATERMAIN
DIA	DIAMETER	NWL	NORMAL WATER LEVEL		
DIP	DUCTILE IRON PIPE	OHW	ORDINARY HIGH WATER LEVEL		
DWY	DRIVEWAY	PC	POINT OF CURVE	AC	ACRES
E	EXTERNAL CURVE DISTANCE	PCC	POINT OF COMPOUND CURVE	CF	CUBIC FEET
ELEC	ELECTRIC	PE	PERMANENT EASEMENT	CV	COMPACTED VOLUME
ELEV	ELEVATION	PED	PEDESTRIAN, PEDESTAL	CY	CUBIC YARD
EOF	EMERGENCY OVERFLOW	PERF	PERFORATED PIPE	EA	EACH
ER	END RADIUS	PERM	PERMANENT	EV	EXCAVATED VOLUME
ESMT	EASEMENT	PI	POINT OF INTERSECTION	LB	POUND
EX	EXISTING	PL	PROPERTY LINE	LF	LINEAR FEET
FES	FLARED END SECTION	PRC	POINT OF REVERSE CURVE	LS	LUMP SUM
F-F	FACE TO FACE	PT	POINT OF TANGENT	LV	LOOSE VOLUME
FF	FINISHED FLOOR	PVC	POLYVINYL CHLORIDE PIPE	SF	SQUARE FEET
F&I	FURNISH AND INSTALL	PVMT	PAVEMENT	SV	STOCKPILE VOLUME
FM	FORCE MAIN	R	RADIUS	SY	SQUARE YARD
FO	FIBER OPTIC	R/W	RIGHT-OF-WAY		
F.O.	FIELD ORDER	RCP	REINFORCED CONCRETE PIPE		
GRAN	GRANULAR	RET	RETAINING		

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I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER IN THE STATE OF MINNESOTA.
DRAFT
 JASON W. BOOK
 LIC. NO. 47541 DATE 03/27/2026

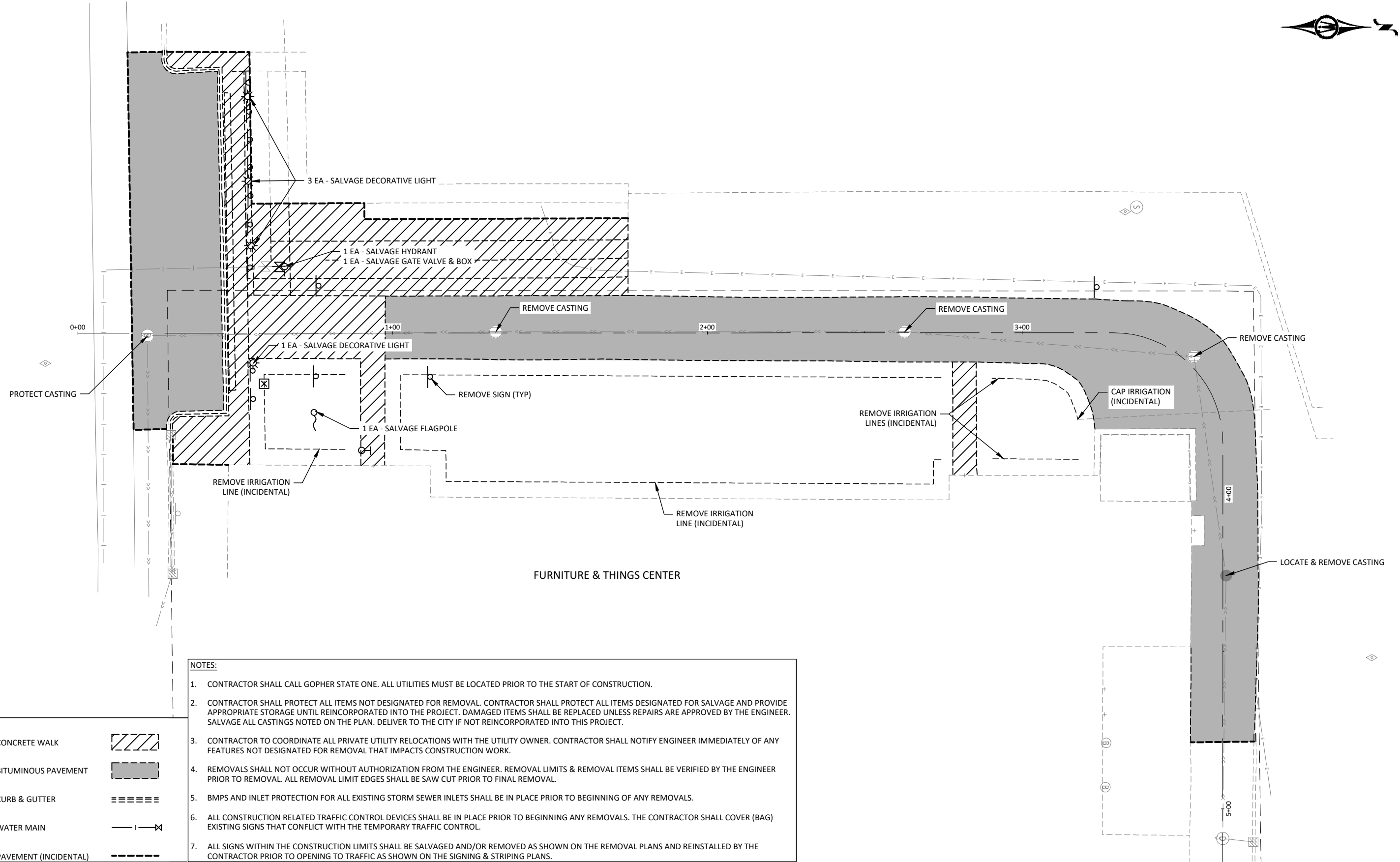


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 Email: Ramsey@bolton-menk.com
 www.bolton-menk.com



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25X.139740.000			

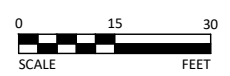
CITY OF ELK RIVER		LEGEND
2026 PARKING LOT IMPROVEMENTS		
SHEET		2
OF		33



- NOTES:**
1. CONTRACTOR SHALL CALL GOPHER STATE ONE. ALL UTILITIES MUST BE LOCATED PRIOR TO THE START OF CONSTRUCTION.
 2. CONTRACTOR SHALL PROTECT ALL ITEMS NOT DESIGNATED FOR REMOVAL. CONTRACTOR SHALL PROTECT ALL ITEMS DESIGNATED FOR SALVAGE AND PROVIDE APPROPRIATE STORAGE UNTIL REINCORPORATED INTO THE PROJECT. DAMAGED ITEMS SHALL BE REPLACED UNLESS REPAIRS ARE APPROVED BY THE ENGINEER. SALVAGE ALL CASTINGS NOTED ON THE PLAN. DELIVER TO THE CITY IF NOT REINCORPORATED INTO THIS PROJECT.
 3. CONTRACTOR TO COORDINATE ALL PRIVATE UTILITY RELOCATIONS WITH THE UTILITY OWNER. CONTRACTOR SHALL NOTIFY ENGINEER IMMEDIATELY OF ANY FEATURES NOT DESIGNATED FOR REMOVAL THAT IMPACTS CONSTRUCTION WORK.
 4. REMOVALS SHALL NOT OCCUR WITHOUT AUTHORIZATION FROM THE ENGINEER. REMOVAL LIMITS & REMOVAL ITEMS SHALL BE VERIFIED BY THE ENGINEER PRIOR TO REMOVAL. ALL REMOVAL LIMIT EDGES SHALL BE SAW CUT PRIOR TO FINAL REMOVAL.
 5. BMPS AND INLET PROTECTION FOR ALL EXISTING STORM SEWER INLETS SHALL BE IN PLACE PRIOR TO BEGINNING OF ANY REMOVALS.
 6. ALL CONSTRUCTION RELATED TRAFFIC CONTROL DEVICES SHALL BE IN PLACE PRIOR TO BEGINNING ANY REMOVALS. THE CONTRACTOR SHALL COVER (BAG) EXISTING SIGNS THAT CONFLICT WITH THE TEMPORARY TRAFFIC CONTROL.
 7. ALL SIGNS WITHIN THE CONSTRUCTION LIMITS SHALL BE SALVAGED AND/OR REMOVED AS SHOWN ON THE REMOVAL PLANS AND REINSTALLED BY THE CONTRACTOR PRIOR TO OPENING TO TRAFFIC AS SHOWN ON THE SIGNING & STRIPING PLANS.

LEGEND

REMOVE CONCRETE WALK	
REMOVE BITUMINOUS PAVEMENT	
REMOVE CURB & GUTTER	
REMOVE WATER MAIN	
SAWCUT PAVEMENT (INCIDENTAL)	



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER IN THE STATE OF MINNESOTA.

DRAFT

JASON V. JOOK
LIC. NO. 47541 DATE 03/27/2026



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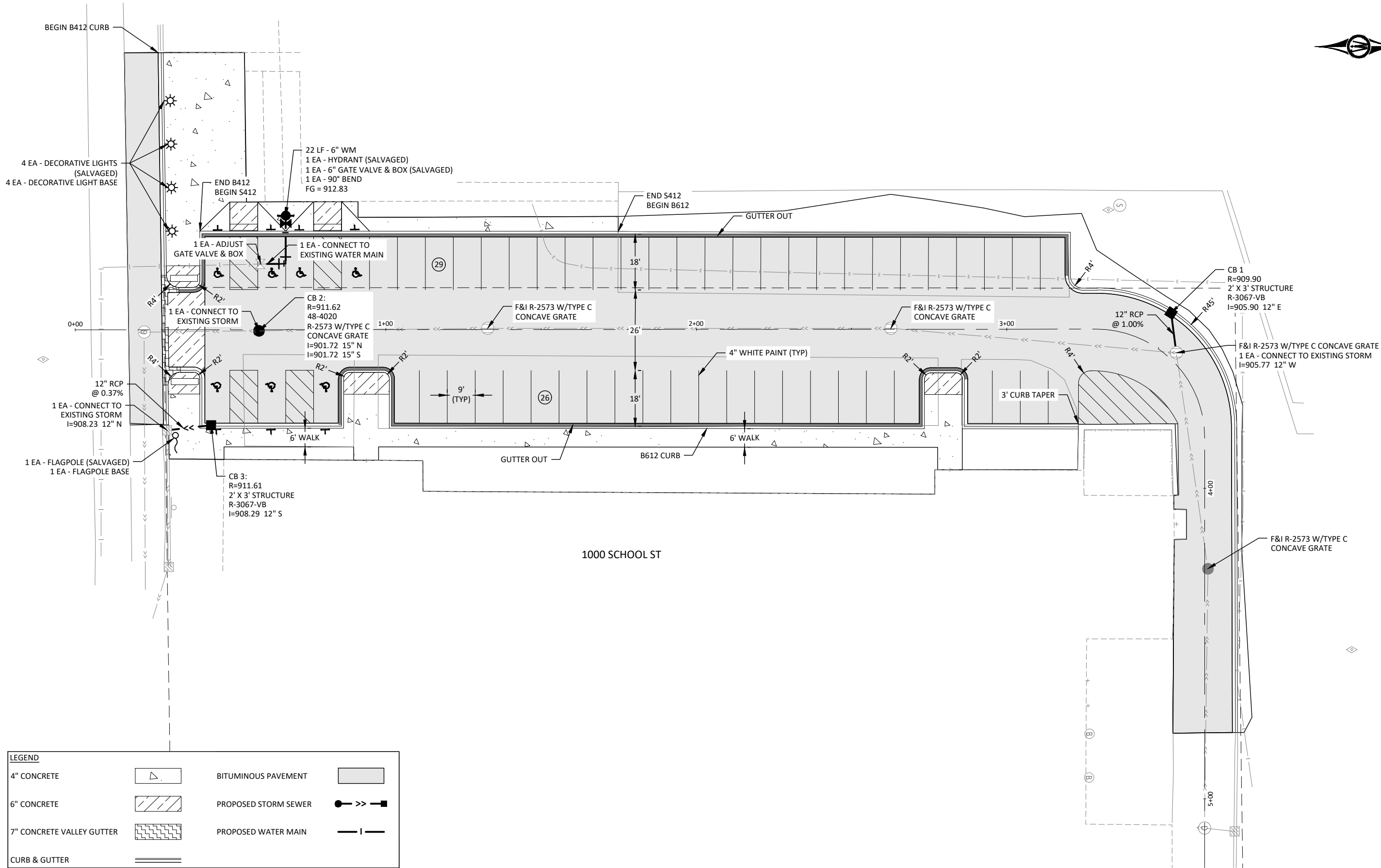


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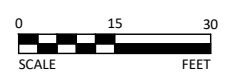
CITY OF ELK RIVER
2026 PARKING LOT IMPROVEMENTS
EXISTING CONDITIONS & REMOVALS PLAN

SHEET
30
OF
33

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LEGEND			
4" CONCRETE		BITUMINOUS PAVEMENT	
6" CONCRETE		PROPOSED STORM SEWER	
7" CONCRETE VALLEY GUTTER		PROPOSED WATER MAIN	
CURB & GUTTER			



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DRAFT

JASON W. JOOK
LIC. NO. 47541 DATE 03/27/2026



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CITY OF ELK RIVER
2026 PARKING LOT IMPROVEMENTS
SITE & UTILITY PLAN

SHEET 32 OF 33

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FURNITURE & THINGS
COMMUNITY EVENT CENTER

SALVAGE AND RELOCATE
EXISTING DECORATIVE LIGHT

INSTALL THE SALVAGED
DECORATIVE LIGHTS TO
NEW LOCATIONS


SALVAGE AND RELOCATE
EXISTING DECORATIVE LIGHT

CONNECT TO THE EXISTING
SOURCE OF POWER (SOP)

SALVAGE AND RELOCATE
EXISTING DECORATIVE LIGHT

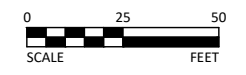
Illumination Footcandle Levels					
Mounting Height: 25 ft					
Pole Model: DSX1 LED P3 40K T4M MVOLT SPA DDBXD G1					
Max (fc)		Min (fc)		Max/Min	
Calculated	Recommended	Calculated	Recommended	Calculated	Recommended
3.83	4.0	0.2	0.2	19.2:1	20:1

LEGEND

-  LIGHTING UNIT TYPE SPECIAL 2
-  LIGHTING UNIT TYPE SPECIAL 3
-  EXISTING DECORATIVE LIGHT
-  PROPOSED DECORATIVE LIGHT
-  LIGHTING UNIT NUMBER
-  2" NON-METALLIC CONDUIT
-  3-1/C #8
-  1-1/C #6 INS. GR. (UNLESS OTHERWISE NOTED)
-  PERMANENT GROUND ROD (25 OHMS OR LESS)
-  HANDHOLE

- GENERAL NOTES:**
1. THE CONTRACTOR IS RESPONSIBLE FOR THE COORDINATION OF CONNECTION TO POWER FOR THE LIGHTING SYSTEM WITH ERMU.
 2. THIS PLAN SPECIFIES CONDUIT SIZE, TYPE, & GENERAL LOCATION. EXACT LOCATIONS SHALL BE DETERMINED IN THE FIELD FOR CONDUIT, HANDHOLE, & CABINET.
 3. ALL CONDUIT SHALL BE TRENCHED UNLESS OTHERWISE NOTED.
 4. SEE SPECIAL PROVISIONS FOR THE LIGHTING UNITS TO BE FURNISHED & INSTALLED BY THE CONTRACTOR.
 5. IT SHALL BE THE CONTRACTORS RESPONSIBILITY TO UTILIZE THE GOPHER STATE ONE CALL EXCAVATION NOTICE SYSTEM FOR ALL UTILITY LOCATIONS.

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DRAFT

JASON V. COOK
LIC. NO. 47541 DATE 03/27/2026



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2026 PARKING LOT IMPROVEMENTS		33
LIGHTING PLAN		OF
		33