



Multipurpose Facility Advisory Commission

Regular Meeting Agenda

Monday, October 14, 2024
6:30 PM
Furniture and Things Community
Event Center Party Room

-
1. CALL MEETING TO ORDER
 2. CONSIDER AGENDA
 3. CONSIDER MINUTES
 - 3.1 Minutes
 4. 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.
 5. PRESENTATIONS
 6. REPORTS
 - 6.1 Financial Report
 - 6.2 Community Event Center Manager's Report
 7. NEW BUSINESS
 - 7.1 Live Barn Agreement
 - 7.2 FT Center MOU with ISD 728
 8. OLD BUSINESS
 - 8.1 Policies and Procedures
 - 8.2 2025 Budget
 9. MOTION TO ADJOURN REGULAR MEETING



Request for Action

To
Multipurpose Facility Advisory Commission

Item Number
3.1

Meeting Date
October 14, 2024

Prepared By
Katie Harstad, Multipurpose Facility Manager

Item Description
Minutes

Reviewed by
Cal Portner
Tina Allard

Action Requested
Approve the August 12, 2024, meeting minutes as presented.

Background/Discussion
None.

Financial Impact
None

Mission/Policy/Goal
Timeless

Attachments
I. 8-12-2024 draft minutes

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**Special Meeting of the Elk River
Multipurpose Facility Advisory Commission
Held at Elk River City Hall
Monday, August 12, 2024**

Members Present: Chair Mike Westgaard, Vice Chair Jeb Kotzian, Commissioners Jim Hecker, Kara Walker, Jennifer Wagner, Tonya Henderson

Members Absent: Commissioners Mike Zeman and Mike Cunningham

Staff Present: Assistant City Administrator/Business Services Director Joe Stremcha, Parks and Recreation Manager Jeff Shelby, Concession Manager Ja'Nea Dart, Administrative Assistant Laura Estby

Public Present: Ryan Eason, Elk River Youth Hockey President

1. Call Joint Meeting to Order

The August 12, 2024, special meeting of the Multipurpose Facility Advisory Commission was called to order by Chair Westgaard at 6:15 p.m.

2. Discuss Ice, Turf, and Room Rates

3.1. Consider Minutes

Motion by Commissioner Hecker and seconded by Commissioner Henderson to approve the June 10, 2024, minutes as presented. Motion carried 6-0.

4. Open Forum

No one present.

5. Presentation

None.

6.1. Budget to Actual July 2023 vs July 2024

Mr. Stremcha presented the report.

6.2. Assistant City Administrator Report

Mr. Stremcha presented the report, noting the new Assistant Manager will start August 26 and the Building Manager candidates are going through their background checks and will hopefully be announced at the City Council meeting on Monday, August 19.

7.1. Policy and Procedures Update

Mr. Stremcha presented the report.

Chair Westgaard inquired if large event priority consideration would be for turf only or also for ice?

Mr. Stremcha said the Commission should discuss all options.

Ryan Eason, Elk River Youth Hockey President, asked if users will not be able to bring any of their own food into the FT Center.

Concession Manager Ja'Nea Dart replied it is a liability for the FT Center if guests bring their own food, it is better if the facility is serving.

Commissioner Wagner suggested bringing these updates back for decision at a future meeting, and that the facility should have a "Concessions Open" sign.

Mr. Stremcha added the Ice Scheduling Priority section will need to be updated if we are no longer going to have contracts.

Chair Westgaard noted large events are currently listed at the top of the priority list, and that doesn't seem right. He would like to see it figured out a different way, so it isn't conflicting with normal users. For example, could they have an application process, so the commission could see the requests first?

Mr. Eason added that Councilmember Beyer mentioned in the joint meeting that "they are for Elk River" but the revised line putting the large-scale events at top priority makes him nervous that a group will take 200 hours away from Elk River Youth Hockey, especially since they don't have a contract.

Mr. Stremcha replied tonight is only discussion- no decisions need to be made.

Vice Chair Kotzian inquired if priority is given to customers who have purchased the ice before?

Commissioner Wagner replied moving forward, rates will be established several months earlier, (hopefully by April instead of August). It is their intention that Elk River is first. She asked if there was an option to have a system that opens up online that lets youth hockey pick the hours they want for a window of time, and then the window closes, and it moves on to the next customer?

Mr. Eason added he is afraid they will lose ice to big events and not get them back. They figure the fees for their users and budget based on the number of hours they will get.

Commissioner Hecker asked if there will be an issue with a group renting the rooms that are currently used for Senior programs, so their events would have to move? He added it seems that the focus has shifted more towards making money.

Commissioner Wagner replied the facility was always intended to pay for itself, and we are currently \$220,000 in the red for the next budget.



7.2. MFAC Annual Meeting with City Council

Mr. Stremcha presented the report, suggesting the annual meeting with City Council be in April so they could discuss rates.

Commissioner Kotzian inquired if the goal was to leave the joint meeting with the ice, room, and turf rates, which Mr. Stremcha confirmed.

Chair Westgaard asked if the MFAC can still get everything done that it needs to with bi-monthly meetings.

Commissioner Wagner suggested waiting until the new Manager and Assistant Manager are in place and then decide from there.

Mr. Stremcha asked if the MFAC had a preference to have their joint meeting with council the first or the third Monday in April.

Commissioner Wagner suggested the first meeting of the month is generally a little lighter, so that would be her suggestion.

7.2 VIP Suite

Mr. Stremcha presented the report.

Vice Chair Kotzian said if the school district is ok with it, he was sure the Boys Hockey parents would use it.

Chair Westgaard felt the youth groups would too.

Mr. Stremcha noted the building will need additional staffing to make sure alcohol doesn't leave the VIP area.

Commissioner Wagner added this was what the facility was supposed to be from day 1.

Mr. Eason asked if the VIP area would be available for youth games as well?

Mr. Stremcha replied it will primarily be for the Squatch and High School games and Tournaments.

Chair Westgaard inquired about concessions putting together the "snack packs" for the girls away games, as it is hard to get volunteers to do it.

Commissioner Hecker suggested a different name than the VIP Suite, so it doesn't sound exclusive. Mr. Stremcha added the goal was to be up and running by September 13.



8.1. 2025 Budget

Mr. Stremcha presented the report, adding the facility is going to throw it's hat in the ring to try to get some Northland Hockey tournaments, which could generate \$8,000-\$10,000 in ice revenue alone for a weekend.

Chair Westgaard inquires about the MFAC getting the most updated copy of the budget as what is in their packet was different than what the City Council had.

9. Motion to Adjourn

Motion by Commissioner Wagner and seconded by Commissioner Walker to adjourn the meeting of the Multipurpose Facility Advisory Commission. Motion carried 6-0.

The meeting was adjourned at 9:55 p.m.

Minutes prepared by Laura Estby.

Mike Westgaard, Chair

Tina Allard, City Clerk





Request for Action

To
Multipurpose Facility Advisory Commission

Item Number
6.1

Meeting Date
October 14, 2024

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

Item Description
Financial Report

Reviewed by

Action Requested

Review the financial report comparing the September 2023 vs 2024 budget to the actual.

Background/Discussion

Through the end of September, expenditures of \$1,314,369 exceeded revenues of \$1,112,158 by \$202,211. The majority of August and September collections consist of hockey and skating registrations, ice rent, facility rentals, concessions, and naming rights/sponsorships, while expenditures are primarily attributable to personal services (including severance payouts), glass replacement in the Cornerstone Arena, and utilities. The two largest one-time expense/revenue shortfall factors contributing to the current 2024 budget deficit amount to roughly \$150,000 in unrealized summer programming revenue YTD (summer 3v3, breakaway, STP scrimmages/leagues) and \$70,000 in severance payout expenditures.

Financial Impact

None.

Mission/Policy/Goal

Responsible for every dollar – good stewards

Attachments

- I. Financial Report (Oct 10, 2024)

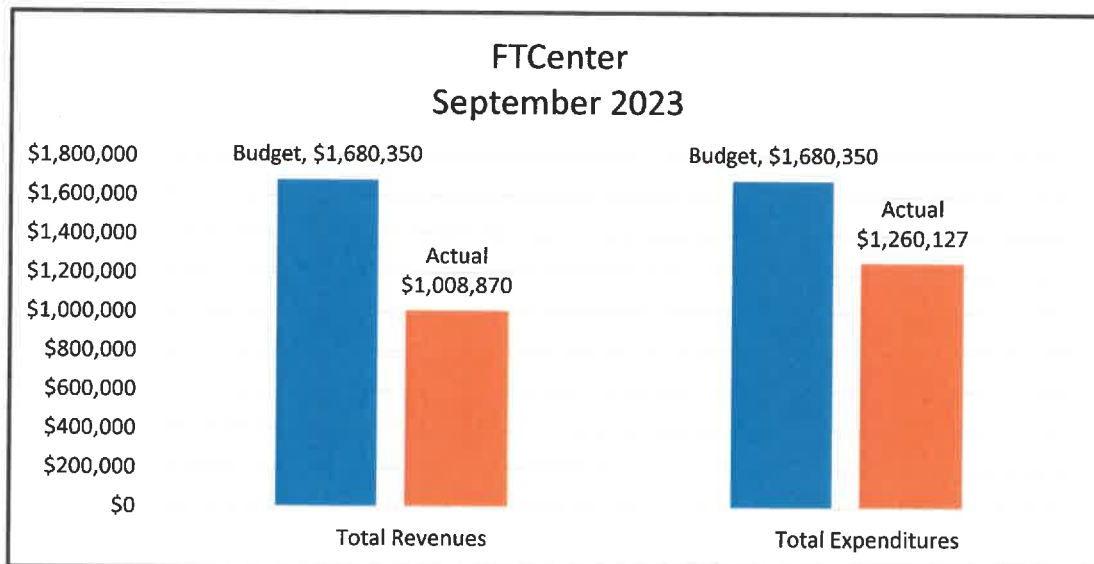
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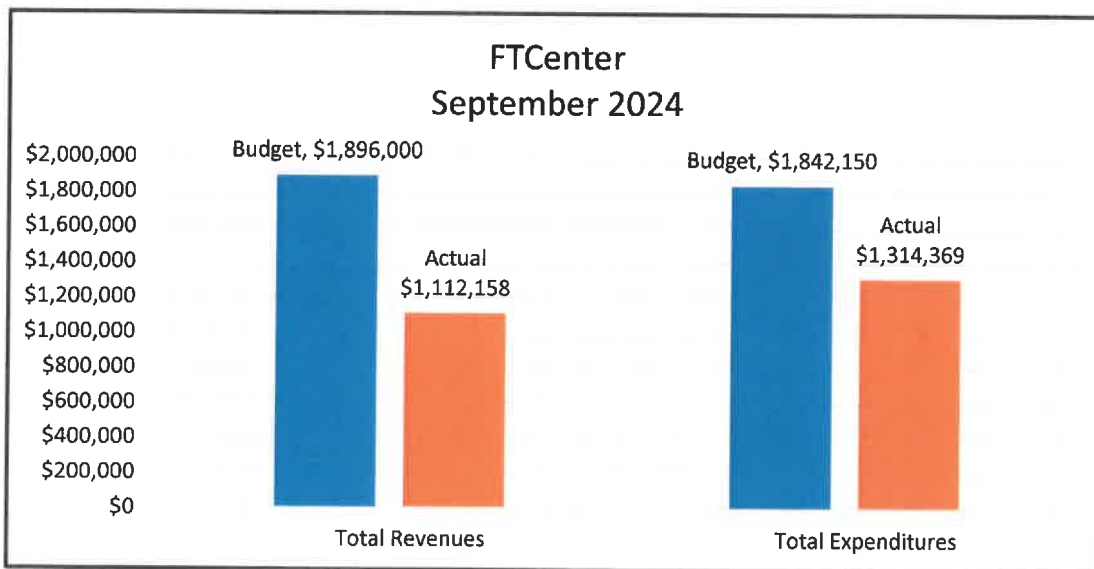
**CITY OF ELK RIVER
MULTIPURPOSE FACILITY - BUDGET TO ACTUAL
MONTH ENDED SEPTEMBER, 2023**

	Current Budget	Year to Date Actual	% of Budget
Revenues:			
Ice Rental	\$830,000	\$451,850	54.44%
Admissions	40,000	23,027	57.57%
Dry Floor Events/Craft Shows	5,000	8,081	161.62%
Facility Rental	238,100	124,382	52.24%
Advertising/Naming Rights/Sponsorships	168,000	73,850	43.96%
Recreation fees (Skating/Hockey)	175,000	184,326	105.33%
Concessions/vending	110,000	84,344	76.68%
Other Revenues (interest, etc.)	13,900	59,011	424.54%
Use of Fund Balance	100,350	0	0.00%
Total Revenues	\$1,680,350	\$1,008,870	60.04%
Operating expenses:			
Personal services	\$917,800	\$712,980	77.68%
Supplies	102,850	118,500	115.22%
Other service charges	457,700	428,646	93.65%
Capital Outlay	202,000	0	0.00%
Total Expenditures	\$1,680,350	\$1,260,127	74.99%
Revenues over/(under) expenditures	\$0	(\$251,257)	



**CITY OF ELK RIVER
MULTIPURPOSE FACILITY - BUDGET TO ACTUAL
MONTH ENDED SEPTEMBER 30, 2024**

	Current Budget	Year to Date Actual	% of Budget
Revenues:			
Ice Rental	\$893,500	\$525,769	58.84%
Admissions	45,000	24,106	53.57%
Dry Floor Events/Craft Shows	7,000	1,285	18.36%
Facility Rental	244,400	165,640	67.77%
Advertising/Naming Rights/Sponsorships	178,000	107,050	60.14%
Recreation fees (Skating/Hockey)	290,000	141,217	48.70%
Concessions/catering/vending	229,000	139,042	60.72%
Other Revenues (interest, etc.)	9,100	8,049	88.45%
Total Revenues	\$1,896,000	\$1,112,158	58.66%
Operating expenses:			
Personal services	\$900,650	\$729,830	81.03%
Supplies	159,800	138,418	86.62%
Other service charges	661,300	427,535	64.65%
Capital Outlay	120,400	18,587	15.44%
Total Expenditures	\$1,842,150	\$1,314,369	71.35%
Revenues over/(under) expenditures	\$53,850	(\$202,211)	





Request for Action

To
Multipurpose Facility Advisory Commission

Item Number
6.2

Meeting Date
October 14, 2024

Prepared By
Katie Harstad, Multipurpose Facility Manager

Item Description
Community Event Center Manager's Report

Reviewed by

Action Requested
Discuss the monthly report.

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

Financial Impact
None.

Mission/Policy/Goal
Work with citizens to achieve goals.

Attachments
I. FT Center Commission Staff Report (October 14, 2024)

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Memorandum

Item: 6.2

To: Multipurpose Facility Advisory Commission

From: Community Event Center Manager Katie Harstad

Date: October 14, 2024

Subject: Multipurpose Facility Advisory Commission Staff Report

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

Staffing Changes

- Community Event Center Manager – Katie Harstad (External Hire)
 - With the reorganization of the Furniture and Things Community Event Center staffing, we went to market to fill this position. We received 62 applications and interviewed nine candidates. Following second interviews, leadership assessments, and background and reference checks, Katie Harstad was selected for the position. Ms. Harstad previously was the general manager and event operations manager at Rockwoods Restaurant, Bar, Event Center, and Catering, where she had worked since 2006. She is a member of the Elk River Rotary Club and was this year's Chair for Taste of Elk River. She holds a bachelor's degree in business and marketing with a minor in management and entrepreneurship from the University of Minnesota Carlson School of Business.
- Building Supervisor
 - Rebecca Cich (Internal Hire – Previous CSA)
 - Tony Lee (External Hire)
- Concession Worker
 - Meisha Person (Returning Hire)
 - Caroline Person (Returning Hire)
 - Tianne Moore (Returning Hire)
 - Olivia Chandler (Returning Hire)
 - Gracie Crooks (Returning Hire)
 - Matisse Hahn (Returning Hire)
 - Bailey Meinke (Returning Hire)
 - Taylor Nelson (Returning Hire)
 - Joseph Palmieri (Internal Hire – Previous Parks & Rec Summer)
 - Chase Lesyinski (Internal Hire – Previous Parks & Rec Summer)
 - Chloe Johnson (External Hire)
 - Annika Kangas (External Hire)
 - Tyler Bowman (External Hire)
 - Camren Skillman (External Hire)
 - Keira Shaw (External Hire)

- Event Worker
 - Mary Madson (Internal Hire – Also a CSA)
 - Dawn Martie (Internal Hire – Also a CSA)
 - Shannon Juhl (Internal Hire – Also works at North bound Liquor)
 - Amelia Gadach (External Hire)
 - Patti Bontjes (External Hire)
 - Heather Monroe (External Hire)
 - Lori Faulhaber (External Hire)
- Facility Worker/Ice Resurfacers
 - Sloan Sherrett (Internal Hire – Previous Concessions Worker)
 - David Dincau (External Hire)
 - Bob Janesouk (External Hire)
 - Colton Nelson (External Hire)

November 4 Joint Work Session with City Council to discuss Lease Space Rental Rates

The City Council has a standing agreement with Elk River Youth Hockey Association for use of various leased spaces in the facility. The council and commission will work together to discuss establishing 2025 rates for new user groups going forward.

The Overlook

The conversion of the upper meeting room space into a bar/restaurant expansion of services has been a strong work in progress. The space is reserved for 21+ when in use as open to the public. Dahlheimer Beverage (liquor distributor) donated the broad sports themed wallpaper graphics for the space. Community images in picture frames will be added to the north half of the room, while the south side will incorporate a variety of memorabilia, neon/LED lights, etc. The cable commission provided audio and video enhancements including two 40” TV menu boards as well as three 70” and four 40” TVs with the capabilities to display streaming services (including our facility content) and cable networks. Staff are in the process of implementing Touch Tunes for background music. Furniture and Things has committed nearly \$30,000 worth of product to be on display in the space for patrons to utilize with lounge chairs, sofas, bar tabletops, etc. Staff are considering partnering with ERYHA for pull tab booth rental within the lounge area. A new restaurant point of sale system is to be implemented in place of cloud retailer to incorporate more tools including inventory management, service charges, estimating & invoicing for catering, digital rental agreements, and more. The costs associated with this new system are comparable to current systems in place. Grand opening is scheduled for Wednesday, November 13.

The Field House

We are relooking at vendors and options for the possibility of converting turf into additional surface options in a manner that would preserve full turn capabilities. A detailed plan will be developed and presented at the December meeting.

Senior Programing

At the end of September, the senior center had 569 members. Average daily attendance increased from 70 daily check ins per day in August to 83 check ins per day in September. The center hosted a watercolor class, a music event by Zach Johnson, multiple presentations on a variety of topics, as well as a day trip to Red Wing and Stockholm, Wisconsin. 2025 memberships go on sale at the end of this month. Kristin Gilbertson has resigned her position as the Senior Activity Center Assistant and her last day will be Friday, October 11. That position is now posted, and we are accepting applications.

Fall Makers Market

We hosted 55 vendors (62 booths) on Saturday, October 5th from 9am-3pm. Attendance was steady into the afternoon. Vendors were delivered orders from the concessions area for lunch, and all guests were able to go enjoy food and beverages throughout. Feedback from vendors was positive, and they enjoyed the level of foot traffic.

MN Squatch

The last few seasons, the Squatch contracted with a third party to bring in additional food service offerings and alcohol sales during their games. This year, the FT Center has taken on the task of providing these offerings instead. The first few games were very well received by guests and the Squatch management. The first game of the season brought in approximately \$5,000 in sales total from both the additional offerings and our regular concessions.

Upcoming Wedding

In September, a couple came in for a tour and booked their wedding on the turf for Saturday, October 26th. It is a Halloween themed wedding, and we are currently still working on their final catering plans with adult beverage services from the FT Center

Art Installation

As decided on April 22, 2024, the public art piece is completed and will be installed on November 25th at the location the art committee selected as authorized by the commission. There will be a reveal event with details coming soon.

MFAC Meeting Attendance

As a reminder, if you are unable to attend a commission meeting, you must give staff notice by noon on the day of the meeting. Please call or email Laura at the FT Center.



Request for Action

To
Multipurpose Facility Advisory Commission

Item Number
7.1

Meeting Date
October 14, 2024

Prepared By
Katie Harstad, Multipurpose Facility Manager

Item Description
Live Barn Agreement

Reviewed by
Cal Portner
Tina Allard

Action Requested
Discuss the LiveBarn agreement.

Background/Discussion
Our previous LiveBarn agreement expired and had exclusivity components that restricted the facility's broadcasting capabilities. This new agreement provides a broader range of broadcast capabilities and a revenue share model.

Financial Impact
Detailed in the agreement.

Mission/Policy/Goal
Meet changing needs - agile.

Attachments
I. LB Standard Venue Agreement - US Hockey 2025 (Standard) - ER

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DATE:

BETWEEN: LIVEBARN INC. ("LiveBarn")

and

_____ ("Venue Owner")

WHEREAS LiveBarn Inc. and Venue Owner wish to enter into this Agreement pursuant to which LiveBarn will install at Venue Owner's Ice Rink Sheet described in the attached Schedule "A" (each being an "Ice Rink Sheet") a fully automated sports broadcasting system for the delivery of live and/or on demand video and audio streaming to internet connected devices such as smartphones, computers or tablets (the "Automated Online Broadcast Service");

WHEREAS the Automated Online Streaming Service offered by LiveBarn can stream Content (as defined below) via LiveBarn's subscription-based platform (the "LiveBarn Platform") or its wholly owned MNHockey.Tv platform (the "MNHockey.Tv Platform").

WHEREAS the LiveBarn platform is defined as being the subscription platform that will broadcast all of the Non-High School level activity, or other designated activity that is non-explicitly owned.

WHEREAS the MNHockey.Tv platform is defined as being the subscription and pay per-view based platform (the "MNHockey.Tv Platform") that will broadcast all of the High School or otherwise explicitly owned activity.

NOW, THEREFORE, in consideration for the mutual promises set out below, and for other good and valuable consideration acknowledged by the parties, LiveBarn and Venue Owner agree as follows:

1 AUTOMATED ONLINE BROADCAST SERVICE

1.1 LiveBarn shall, at its own expense, install and maintain all hardware, software and internet bandwidth required for the operation and maintenance of the Automated Online Broadcast Service relating to each Ice Rink Sheet. The initial installation will occur within six months from the date of this Agreement (such six-month date being herein referred to as the "Latest Install Date"); it will be scheduled with the written (including via email) approval of Venue Owner, and concurrently with the installation, LiveBarn will specifically explain to Venue Owner representative onsite exactly where any hardware or other components will be installed. Installation will then only proceed with the consent of Venue Owner, which consent will be deemed upon LiveBarn undertaking its installation. The initial installation for each Ice Rink Sheet shall include one (1) computer, one (1) router, one (1) modem, between one (1) and three (3) power converters, and up to two (2) cameras to be placed on the side walls or on the beams or columns extending from the walls. The internet connection and computer shall be located adjacent to the respective Ice Rink Sheet in a secure location with

electrical power outlets. The exact selection of camera locations will be made after consideration for optimal broadcast quality and avoidance of any obstruction. Any modification to the installation will only be undertaken with the permission and process with Venue Owner as outlined above. Venue Owner shall assume the cost of electricity for the components installed in connection with this Agreement.

1.2 In addition LiveBarn shall, at its expense and upon Venue Owner's request, install one TV which will display a combination of LiveBarn highlights and a live feed, as well as additional LiveBarn information.

1.3 Title to all hardware, software, and wiring shall remain in the name of LiveBarn.

1.4 Subject to sections 1.8 and 1.9 below, all content streamed using the Automated Online Streaming Service, including the video and audio relating to all sports and recreational activities occurring on each Playing Surface (collectively, the "Content") will be made available to subscribers of the LiveBarn Platform or the MNHockey.Tv Platform (as determined by LiveBarn). In addition, per copyright for specific events, the Content may be made available only to users on an alternative platform. In either case, LiveBarn will determine the pricing for the applicable platform. From time to time, LiveBarn may provide a free trial at its discretion. All content broadcast using the Automated Online Broadcast Service, including the video and audio relating to all sports and recreational activities occurring on each Ice Rink Sheet (collectively, the "Content"), will be made available to LiveBarn's subscribers on a monthly subscription basis, subject to Sections 1.7 and 1.8 below. LiveBarn will determine the pricing for its offerings of the Automated Online Broadcast Service. LiveBarn may provide a free trial at its discretion.

1.5 Revenue generated from the Automated Online Broadcast Service will be the property of LiveBarn; however, LiveBarn will supply Venue Owner with a unique code (a "Promo Code") to enable it to market and solicit new memberships for LiveBarn, for which LiveBarn will pay Venue Owner thirty percent (30%) of the Revenue generated from these memberships over the full lifetime of these memberships, during the Term of this Agreement. Such payment is referred to herein as the "Revenue Share Payment." "Revenue" means gross revenue collected by LiveBarn during the Term for live and on-demand streaming, excluding credit-card processing fees and any customer refunds actually processed and paid out by LiveBarn. The Promo Code will enable Venue Owner to solicit LiveBarn memberships by providing potential members with the attraction of a ten percent (10%) discount. The Promo Code will track the memberships generated by Venue Owner on a quarterly basis. The Revenue Share Payments to Venue Owner will apply only to Revenue collected from LiveBarn memberships

originated with the Promo Code allocated to Venue Owner. LiveBarn will pay Venue Owner its revenue share within thirty (30) days of the end of each calendar quarter together with a corresponding revenue statement. Venue Owner will provide a staff person to communicate with and receive LiveBarn's various local marketing initiatives (including social media) as described below.

1.6 LiveBarn will guarantee that the minimum Revenue Share generated and paid by LiveBarn to Venue Owner, will be at minimum of one seven hundred and fifty dollars (\$750) per Ice Rink Sheet annually, the "Guaranteed Revenue". Commencing on October 1st, 2024, LiveBarn will pay Venue Owner the Guaranteed Revenue Advance upon invoice. During the subsequent 12 months, LiveBarn will track the Revenue generated by promo codes as mentioned in section 1.5, and if at any point in any 12 month period beginning on October 1st 2024, the promo code payment exceeds the Guaranteed Revenue, LiveBarn will be responsible for paying the difference between the actual Revenue share earned and the Guaranteed Revenue. Any additional revenue payment that is earned will be paid when the annual guarantee is paid. This will repeat annually throughout the Term of this agreement, beginning on October 1st of each calendar year. The Guaranteed Revenue referenced in this section will only be applicable if MNHockey.TV has the rights and is able to broadcast the majority of the High School hockey games at Venue Owner's location. For the purpose of clarity, should the majority of High Schools games be broadcast on another streaming service other than MNHockey.TV or LiveBarn.com, Venue Owner will not be entitled to the Guaranteed Revenue referenced in this section but will still be entitled to all the revenue earned under subsection 1.5.

1.76 LiveBarn shall be the exclusive owner of all rights in and to the Content, and shall have the exclusive right to broadcast the Content for all purposes and in any manner it determines in its sole discretion, including by providing its broadcast signal to national broadcasters and digital media distributors. Without limiting the foregoing, the Venue Owner acknowledges that online distributions of the Content from each Ice Rink Sheet will be made available to all subscribers of the LiveBarn Platform or MNHockey.Tv Platform users, subject to sections 1.8 and 1.9 below, to all subscribers of the Automated Online Broadcast Service, subject to Sections 1.7 and 1.8 below.

1.87 LiveBarn will provide Venue Owner with an exclusive online administrative password to enable Venue Owner to "black out" any Junior Hockey Event from being broadcast on any selected Ice Rink Sheet (the "Blackout Restrictions") upon written request from a third party that owns the rights to any such Junior Hockey Event. "Junior Hockey Event" means any event that is (i) at the junior hockey level, and (ii) in a league that permits 20-year-olds to participate. This will also be applicable for any USA Hockey Nationals event, or collegiate event for which exclusive streaming rights are owned by another entity.

This will also be applicable for any Non-Hockey Related Event. Any "Non-Hockey Related Event" means an event that has nothing to do with the ice sports and skating.

1.98 If a third party requests that Venue Owner restrict viewer access to an event that is not an ice hockey game (such as a practice) at a Venue for privacy purposes, LiveBarn will provide Venue Owner with the ability to restrict viewer access to such event to a pre-selected potential audience.

1.109 During the Term (as defined below), LiveBarn will provide Venue Owner with three (3) complimentary LiveBarn accounts for each Ice Rink Sheet.

1.110 LiveBarn will hold Venue Owner harmless for any injuries to LiveBarn employees and agents in connection with their work.

2 TERM AND TERMINATION

2.1 The term of this Agreement commences on the date hereof and continues until the ~~five~~ six-year anniversary of the Latest Install Date (the "Term"), and it will automatically renew for successive terms of two (2) years (each two-year period, a "Renewal Period"), unless either party notifies the other in writing of its intent to discontinue this Agreement at least ninety (90) days before the expiration of the then current term.

2.2 Upon termination of this Agreement by expiration of the Term or under Section 2.3 below, LiveBarn shall, at its own cost and expense, remove all hardware, software and wiring from Venue Owner's location.

2.3 Venue Owner shall have the right to terminate this Agreement if LiveBarn materially breaches this Agreement and the material breach is not cured to within forty (40) days after Venue Owner provides written notice which outlines such breach to LiveBarn.

3 EXCLUSIVITY

3.1 In consideration for the investment of time and expense incurred by LiveBarn to fulfill its obligations under this Agreement, the receipt and sufficiency of which is hereby acknowledged, the Venue Owner hereby declares and agrees that during the Term, including all Renewal Periods, and notwithstanding the termination of this Agreement by the Venue Owner, LiveBarn shall have the absolute exclusivity to stream, broadcast, or otherwise distribute Content from each of the Ice Rink Sheets using an unmanned operated camera. For clarity, a device is an "unmanned operated camera" if it either (i) does not require a human operator to capture footage, or (ii) uses software to automatically track the action or follow the play at an event and thereby capture, record, or broadcast footage in any automated fashion. For greater certainty, the said exclusivity shall apply for the entire Term, including any applicable Renewal Period, even if the Venue Owner elects

to terminate this Agreement prior to the expiration of the Term. Notwithstanding anything else in this Section 3.1, the exclusivity addressed herein shall not apply to any Junior Hockey Event or any non-hockey related event

3.2 If the Venue Owner hosts a Junior Hockey Event, a USA Hockey Nationals event, collegiate event, or Non-Hockey Related Event on any Ice Rink Sheet, Venue Owner may offer any third party owning the rights to such Junior Hockey Event the ability to stream the Content over a third party's streaming platform from the Automated Online Broadcast Service in exchange for a fee (the "Rental Agreement"). Venue Owner shall negotiate the Rental Agreement with the third party, subject to LiveBarn's final approval, not to be unreasonably denied.

3.32 The Venue Owner hereby declares and acknowledges that the foregoing exclusivity, including the term thereof, is reasonable in the circumstances, and that LiveBarn is relying upon such exclusivity in connection with the provision of the Automated Online Broadcast Service and that LiveBarn would not have entered into this Agreement without such exclusivity.

3.43 Venue Owner acknowledges and agrees that, in the event of a breach or threatened breach by it of the provisions of Section 3.1 above, LiveBarn will have no adequate remedy in money or damages and, accordingly, shall be entitled to an injunction in a court of competent jurisdiction against such breach. However, no specification in this Agreement of any specific legal or equitable remedy shall be construed as a waiver or prohibition against any other legal or equitable remedies in the event of a breach of any of the provisions of this Agreement.

4 SUPPLY OF AUTOMATED ONLINE BROADCAST SERVICE

4.1 LiveBarn will use reasonable skill and care to make the Automated Online Broadcast Service available throughout the Term. Notwithstanding the foregoing, LiveBarn shall have no responsibility, liability, or obligation whatsoever to Venue Owner, or any other third party, for any interruptions of the Automated Online Broadcast Service.

4.2 LiveBarn may, without any liability to Venue Owner, suspend the supply of all or part of the Automated Online Broadcast Service upon giving Venue Owner notice. This would occur if the LiveBarn equipment is repeatedly damaged or LiveBarn is unable to obtain a sufficient internet signal to the venue.

4.3 The Venue Owner agrees to notify LiveBarn by email to venuesupport@livebarn.com as soon as it becomes aware of any interruption or malfunction with the Automated Online Broadcast Service. Venue Owner will not be responsible for damage or malfunction of any equipment and LiveBarn will repair or replace at its cost any malfunctioning components which is required. Any required service visit by LiveBarn will be scheduled with the written approval (including email) of Venue Owner.

LiveBarn will specifically explain the repair, replacement or service work to Venue Owner representative onsite and this work will only proceed with the consent of Venue Owner which consent will be deemed upon LiveBarn undertaking its work.

4.4 From time to time there will be on site adjustments requiring assistance from a technically proficient person at the Venue Owner's venue(s) (each, a "Venue"). Venue Owner will be responsible to supply such person when necessary.

5 NOTICE TO PUBLIC

5.1 The Venue Owner agrees to post a notice at the entrance to its Venue and inside each Ice Rink Sheet, advising the public that the Venue is monitored by video cameras for security, safety and commercial purposes, and participants waive any claim relating to the capture or public transmission of his/her participation while at the venue. LiveBarn will supply and post these notices during its initial installation and reserves the right to modify the language contained therein from time to time, in its sole discretion, to satisfy its legal obligations.

5.2 In all agreements with parties for usage of the Venue, Venue Owner will include provisions both disclosing the existence of LiveBarn broadcasting at the Venue and requiring such parties to notify all their users of the Venue of the same.

6 MARKETING

6.1 Venue Owner agrees to promote LiveBarn through all available avenues discussed in this section, understanding that it is in Venue Owner's best interest financially to market LiveBarn to its customers and patrons. LiveBarn will also provide, at its expense, a minimum of one (1) 2.5 x 6' color printed standing banner, branded with the Promo Code described in Section 1.5, to be displayed within Venue Owner's lobby in a prominent location. Venue Owner understands that failure to comply and make reasonable promotion and marketing efforts will result in lower revenue share payments to Venue Owner.

6.2 Venue Owner will provide a marketing contact person(s) who will be responsible for interacting with LiveBarn and becoming knowledgeable about the various LiveBarn marketing and promotion initiatives. Upon installation of LiveBarn, Venue Owner will make said contact available for a thirty (30) minute video web session, serving as an orientation into all of the best practices for introducing and promoting LiveBarn. This person will subsequently be responsible for implementing promotion and marketing initiatives to Venue's customers and patrons.

6.3 Venue Owner will place a LiveBarn banner or link on its website with a backlink and embedded demo video where possible. Venue Owner will do the same with any organizations, associations, clubs and affiliates that it owns that use its facility.

6.4 Venue Owner will announce the LiveBarn installation as well as embed any demo video on all of its social media networks. Venue Owner will also like and follow LiveBarn on said social media networks as well as share content when tagged, acknowledging that this will only be used when the Venue is directly involved with any video shared. Venue Owner will do the same with any organizations, associations, clubs, affiliates that it owns that use its facility.

7 GENERAL

7.1 Any amendment to this Agreement must be in writing and signed by both parties.

7.2 Although LiveBarn will remain liable for its obligations hereunder, LiveBarn shall be permitted to use agents and subcontracts to perform its installation, maintenance and repair obligations hereunder.

7.3 The waiver of a breach of any provision of this Agreement will not operate or be interpreted as a waiver of any other or subsequent breach.

7.4 If any part of this Agreement is held to be invalid or unenforceable, that part will be severed and the rest of the Agreement will remain in force. Headings herein are for reference only.

7.5 LiveBarn hereby represents that it maintains \$2,000,000 of General Liability Insurance, \$2,000,000 in Media Coverage Insurance and \$2,000,000 in Cyber Insurance, and that upon execution of this Agreement Venue Owner will be named as additionally insured ~~as a Certificate Holder~~, with its name and location included.

7.6 All notices required under this Agreement must be given in writing and by email to LiveBarn at venuesupport@livebarn.com, fmiller@livebarn.com, ray@livebarn.com, and to Venue Owner at its address listed herein. Either party may change its address from time to time by providing notice of such change to the other party.

7.7 This Agreement describes the entire understanding and agreement of the parties and supersedes all oral and written agreements or understandings between them related to its subject matter.

7.8 This Agreement may be executed in one or more counterparts, each of which will be deemed an original, and all of which taken together will be deemed to be one instrument.

7.9 This Agreement is governed by and will be interpreted under the laws of the State of ~~Minnesota~~ Delaware. Any disputes shall be heard in the courts located in the State of ~~Minnesota~~ Delaware. Each party agrees not to assert, in any such dispute, that it is not subject personally to the jurisdiction of the above-named

courts, that its property is exempt or immune from attachment or execution, or that any such Action brought in one of the above-named courts should be dismissed on grounds of *forum non conveniens*,

7.10 Each party shall keep the terms contained herein confidential and neither it nor its directors, officers, employees, agents or representatives, where applicable, shall disclose the terms contained herein without the express written consent of the other party, unless such disclosure is required by applicable law.

7.11 Venue Owner will not be liable to LiveBarn by reason of inconvenience or annoyance for any damages or lost revenue due to power loss or shortage, mechanical breakdown, structural damage, roof collapse, fire, flood, renovations, improvements, alterations, or closure of the facility by it or any regulatory agency.

7.12 LiveBarn consents to Venue Owner promoting in its marketing materials that LiveBarn supplies it with the Automated Online Broadcast System.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the date and at the place first above mentioned.

LIVEBARN INC.

Per: _____

Print Name: Ray Giroux, COO

VENUE OWNER

Mayor/Per: _____

Print Name:

Date:

City Clerk: _____

Print Name: _____

Date:

SCHEDULE A (REQUIRED)

Venue Name and Address:

We require one point of contact to initiate communication with for each venue. This person will receive a request to complete an online form that gathers information about the venue and points of contact.

Name of Each Rink:

(i.e. Rink #1 or Main Rink)

Primary Contact - Venue General
Manager or Decision Maker:

Name:

Work Number:

Cell Phone:

Email Address:

Venues 9 Digit Tax Id #

(EIN): _____

We require the Tax ID number in order to ship hardware from Canada to the USA (This helps speed up the shipping and installation process).



Request for Action

To
Multipurpose Facility Advisory Commission

Item Number
7.2

Meeting Date
October 14, 2024

Prepared By
Katie Harstad, Multipurpose Facility Manager

Item Description
FT Center MOU with ISD 728

Reviewed by
Joe Stremcha
Cal Portner
Tina Allard

Action Requested

Discuss the Memorandum of Understanding (MOU) with Independent School District #728 about Off-Campus Evacuation Site/Rally Point.

Recommend, by motion, the City Council approve the MOU as presented.

Background/Discussion

ISD #728 approached the FT Center to use the facility as an evacuation site in case of emergency as detailed in the attached MOU.

Financial Impact

None

Mission/Policy/Goal

Ethical, efficient, and responsible

Attachments

- I. FT Center MOU with ISD 728

The Elk River Vision

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



Independent School District #728
Memorandum of Understanding (MOU)
Off-Campus Evacuation Site/Rally Point

This agreement is made and entered into between ISD #728 and Furniture and Things Community Event Center to establish terms of use in an evacuation event of students and staff at Elk River High School (ERHS) and VandenBerge Middle School (VMS).

ISD #728 will make every effort to notify Furniture and Things Community Event Center of the evacuation event with as much notice as possible. Contact information between the two parties shall be maintained in a separate Appendix and is considered confidential information and is not subject to public disclosure.

Furniture and Things Community Event Center agrees to open their building located at Furniture and Things Community Event Center to provide shelter and assistance to students and staff from Elk River High School (ERHS) and VandenBerge Middle School (VMS) during an evacuation event when the students and staff have a need to be relocated and sheltered.

Furniture and Things Community Event Center has a capacity to accommodate approximately _____ <Number> people.

Furniture and Things Community Event Center understands that their organization will be responsible for opening the building and developing procedures for making the building accessible, including restrooms and an area with phone and internet connection (if available) for ISD #728 administrative personnel. Furthermore, ISD #728 will provide supervision for all students and staff during the time that the facility is used as an evacuation site.

ISD #728 will be responsible for replacing, restoring or repairing damage associated with staff and students sheltering at Furniture and Things Community Event Center.

ISD #728 will reimburse Furniture and Things Community Event Center for any bona fide expenditure of personnel required to maintain the facility, including overtime costs, upon production of receipts or time sheets.

Requests for interviews, media releases, or other communication regarding the evacuation that is submitted to Furniture and Things Community Event Center shall be redirected to the Communication Director at ISD #728.

Nothing in this MOU is intended to conflict with current laws or regulations of the United States of America, State of Minnesota, or local rules. If a term of this agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this MOU shall remain in full force and effect.

This agreement shall become effective on 9/5/2024 and may be modified upon the mutual written consent of the parties.

The terms of this agreement, as modified with the consent of both parties, shall be self renewable for a period of three (3) years from the end date of the agreement unless written termination is given by either party. Either party, upon sixty (60) days written notice to the other party, may terminate this agreement.

The terms of this agreement, as modified with the consent of both parties, AND NOW, this 5th day of September 2024 the parties hereby acknowledge the foregoing as the terms and conditions of their understanding.



Andy Almos
Exec. Dir. of Business Services, ISD #728

Authorized Signature,
Furniture and Things Community Event Center

09 / 20 / 2024

Date

Date

ISD #728

Emergency Action Plan – Memorandum of Understanding (MOU) of Off-Campus Evacuation Site/Rally Point: Furniture and Things Community Event Center

Independent School District #728
 Memorandum of Understanding (MOU)
 Off-Campus Evacuation Site/Rally Point

Evacuation site: Furniture and Things Community Event Center

Address: 1000 School St NW, Elk River, MN 55330

Contact:

Phone:

ERHS Principal: Mike Zeman	Email: Michael.Zeman@isd728.org	Phone: 763-241-3425	Cell: 763-234-2942
ERHS alternate: Julie Odegard	Email: julie.odegard@isd728.org	Phone: 763-241-3426	Cell:
VandenBerge Principal: Amanda Ohlgren	Email: Amanda.Ohlgren@isd728.org	Phone: 763.241.3443	Cell: 612.803.2195
VMS alternate: Kelly Fossum	Email: Kelly.Fossum@isd728.org	Phone: 763.241.3444	Cell: 763.807.6335

Approximate Number of Students:

- **ERHS:** 1650
- **VMS:** 560

Approximate Number of Staff:

- **ERHS:** 200
- **VMS:** Max if all traveling staff and support staff including FOCUS - 91

Routes from School to Site: Students from Elk River High School will access the Event Center through the east doors and students from VandenBerge will access the Event Center through the south (main) doors. Students will assemble in the Field House.

Title	Furniture & Things MOU
File name	Furniture_and_Thi...- _Google_Docs.pdf
Document ID	431d0bfe184038319ef1d6c9a436af47ac0190f5
Audit trail date format	MM / DD / YYYY
Status	● Signed

Document History



09 / 20 / 2024
16:05:17 UTC-5

Sent for signature to Andy Almos (andrew.almos@isd728.org) from jody.marie.martin@isd728.org
IP: 68.46.77.42



09 / 20 / 2024
16:18:52 UTC-5

Viewed by Andy Almos (andrew.almos@isd728.org)
IP: 174.199.102.128



09 / 20 / 2024
16:36:36 UTC-5

Signed by Andy Almos (andrew.almos@isd728.org)
IP: 24.220.83.212



09 / 20 / 2024
16:36:36 UTC-5

The document has been completed.



Request for Action

To
Multipurpose Facility Advisory Commission

Item Number
8.1

Meeting Date
October 14, 2024

Prepared By
Katie Harstad, Multipurpose Facility Manager

Item Description
Policies and Procedures

Reviewed by
Cal Portner
Tina Allard

Action Requested
Discuss amending the FT Center policies and procedures.

Background/Discussion
The commission reviewed the Policies and Procedures on August 12, 2024. Additional discussion is necessary before staff proceeds with revisions.

Examples of policy updates include:

- A full-day or multi-day large scale event such as trade shows, craft shows, athletic tournaments, athletic tryouts, and Rotary’s Taste of Elk River require a continuous block of multiple hours. These rental types should be available for consideration at the same time as Elk River Youth Groups (at least 1-year in advance). Currently, Elk River groups/Elk River Youth Associations can book turf beginning January 1st for the following year (i.e. Open January 2024 for all of 2025).
- The FT Center has expanded catering services through the concessions stand. The MFAC should consider allowing the FT Center to have a right of first refusal when opportunities exist to provide food and beverages (both alcoholic and non-alcoholic) for all public and private rentals. Further, not allow food trucks unless staff approves.
- The Facility Superintendent position has been replaced by the Community Event Center Manager position.
- Clarification is needed for purchase orders or signed agreements as an acceptable form of booking payment.

Financial Impact
None.

Mission/Policy/Goal
Appropriately govern in an ever-changing environment.

Attachments

The Elk River Vision

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

I. 7.1 attI Policy and Procedure - August 12, 2024 Revision

Furniture and Things Community Event Center
Policy and Procedures



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Priority Scheduling.....12-14
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Turf User Guidelines.....17-18
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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, Community Event Center Manager~~ 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 a licensed caterer from the FT Center’s approved caterer list. 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 Community Event Center Manager, 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, Community Event Center Manager, 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

- The FT Center maintains their right of first refusal to provide food and beverages (both alcoholic and non-alcoholic) for all events at the FT Center.
- ~~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 and Catering Services (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-Community Event Center Manager

- 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 Statute 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.
- Reservation deposits are non-refundable.

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:

- Large scale events that require a continuous block of multiple hours for hosting the city or private event and reserved no more than 1-year in advance.
- FT Center programs including but not limited to: Skating Academy, Breakaway Hockey League, Open Skating, Stick and Puck, Open Hockey, etc.
- FT Center contracted ice users including but are not limited to Elk River High School, Elk River Youth Hockey, Elk River Figure Skating Club, MN Squatch, Two Brothers Hockey - these groups are billed after ice use by the City of Elk River.
- Outside user reservations on a first-come first-served basis. These groups pay in advance to the FT Center directly.
- 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:

- ~~Large scale events that require a continuous block of multiple hours for hosting the city or private event and reserved no more than 1-year in advance.~~
- FT Center programs including but not limited to Makers Markets, recreational programming, open turf, etc.
- Large scale events that require a continuous block of multiple hours for hosting the city or private event and reserved no more than 1-year in advance.
- 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*:

- Large scale events that require a continuous block of multiple hours for hosting the city or private event and reserved no more than 1-year in advance.
- 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, excess electricity, 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.
- B. A **damage deposit** is paid in addition to the rental fee. This fee shall be returned within two (2) weeks after the event if no deductions are necessary. Violation and/or

failure to adhere to all guidelines may result in denial of future permits for the use of the facility and forfeiture of damage deposit.

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.

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 <u>Community Event Center Manager</u> , 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, Community Event Center Manager 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.



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:



Request for Action

To
Multipurpose Facility Advisory Commission

Item Number
8.2

Meeting Date
October 14, 2024

Prepared By
Katie Harstad, Multipurpose Facility Manager

Item Description
2025 Budget

Reviewed by
Cal Portner
Tina Allard

Action Requested
Discuss the 2025 budget.

Background/Discussion

The August 12, 2024, joint Work Session with the City Council and the MFAC established the rate schedule for 2025. Staff updated the budget accordingly, and a deficit remains to be discussed.

Financial Impact

Staff's objective is to propose a balanced budget by December 2025 with commission input.

Mission/Policy/Goal

Responsible for every dollar - good stewards.

Attachments

- I. FT Center 2025 Budget DRAFT

The Elk River Vision

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



Performance Measures & Goals for 2025

Division:	FT Center
Completed by:	Joe Stremcha
Date:	July 5, 2024

Performance Measure	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Estimated	2024 Actual	2025 Projected
Ice Hours:							
Hours Sold	1,104	2,680	3,367	3,606	3,800	4,199	4,200
Total Hours Utilized	2,801	3,761	4,469	4,598	4,600	4,763	4,800
Turf Hours:							
Hours Sold	212	435	832	1,153	1,200	950	1,100
Total Hours Utilized	212	822	1,644	1,707	2,000	1,550	1,750
Meeting Room Hours:							
Hours Sold	0	157	273	366	375	350	375
Total Hours Utilized	153	1,513	2,795	1,904	3,000		3,000
Concessions Revenue	\$30,297	\$17,927	\$31,932	\$146,257	\$229,000	\$107,571	\$329,250

Division Goal

Goal Objective/Task

Market the facility as a destination	Work with Communications Division to develop and implement marketing that showcases the features of the facility. Develop and attract non-ice events.
Increase room and event rentals	Facilitate Marketing Strategy that will drive customers to rent space and book large events on the FT Center
Increase facility revenue	Identify specific programs and revenue streams to increase participation and customer base of the facility.
Increase facility programming	Increase current programming participation and revenues. Develop new facility programming opportunities to increase facility usership and promote exposure of the facility amenities to our community and increase revenue.
Expand concessions services	Obtain liquor and catering licensing to enhance concessions capabilities for optimal revenue potential.

2025 BUDGET DETAIL

Dept: FT Center - Special Revenue Fund

Acct. No.	Explanation/Detail of Supplies or Services	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 BUDGET	2025 BUDGET	Comments
3491	Recreation Fees	37,675	64,635	129,621	201,548	200,000	107,117	210,000
3492	Ice Rental	314,663	639,664	652,744	807,468	866,300	403,663	973,950
3495	Admissions	4,299	33,089	24,622	44,468	45,000	24,106	-
3499	Dry Floor Events	-	6,610	6,335	7,908	7,000	465	-
3497	Concessions	25,066	5,000	8,165	139,945	217,000	103,455	329,250
3498	State Stenping	419	-	365	2,947	2,000	1,962	4,000
3499	Special Event Admissions	-	-	-	558	-	-	-
3470	Catering	-	-	-	-	-	2,434	-
3475	Facility Rentals	8,380	108,497	168,020	175,189	-	100,549	193,000
	Field House	-	-	-	-	156,000	-	-
	Meeting/Party Rooms	-	-	-	-	60,000	-	-
	Elk River Youth Hockey	-	-	-	-	20,100	-	-
3482	Advertising Fee	5,397	31,632	51,633	54,738	60,000	9,175	63,160
3485	Naming Rights/Sponsorships	23,000	130,075	119,000	64,290	113,000	61,000	113,000
3821	Interest Income	6,183	227	1,709	1,844	2,000	461	2,000
3822	Vending Machines	5,201	12,927	23,787	6,312	12,000	3,628	7,890
3828	Contributions	680	3,494	3,588	5,741	4,500	2,467	4,900
3829	Misc. Revenue	-	-	-	-	400	-	-
3761	ATM Revenue	-	-	-	-	-	493	-
3792	Cash Over/Short	-	-	1,300	30,000	200	-	-
3819	Side of Assets	-	-	37,972	-	-	-	10,000
3816	Lease Revenue	3,981	-	699,000	200,000	-	-	-
3821	Transit In	-	-	-	-	-	-	-
	Use of Fund Balance	424,064	1,036,646	1,883,741	1,792,428	1,046,000	823,165	1,442,059
	TOTAL REVENUES							
	EXPENDITURES:							
	PERSONAL SERVICES							
4101	Regular Pay	240,179	356,385	423,318	491,037	507,450	225,179	491,650
4102	Overtime Pay	1,652	9,288	9,901	7,361	3,220	-	-
4103	Part Time Pay	81,270	108,669	186,667	200,073	122,000	103,666	248,100
4104	PERA	23,117	37,947	42,318	50,552	48,800	21,925	50,850
4105	FICA	20,650	30,862	37,701	47,709	42,750	20,437	45,800
4107	Medicare	4,848	7,248	8,618	11,167	10,150	4,776	10,750
4108	Insurance	34,278	62,858	76,009	92,652	102,900	48,861	105,850
4109	Workers Comp	5,610	14,689	20,382	10,122	9,000	11,397	22,400
4110	Retirement	-	-	-	-	-	-	-
4119	Commodities	477,449	696,464	807,790	1,002,000	646,650	442,983	976,900
	TOTAL PERSONAL SERVICES							
	SUPPLIES							
4212	Books & License	244	11	87	44	250	195	290
4213	Printing	1,082	1,082	1,082	1,082	1,082	1,082	1,082
4219	Operating Supplies	65,383	108,880	100,563	119,750	78,850	71,035	161,810
4239	Merchandise For Resale	14,257	7,542	20,293	58,077	81,200	53,678	116,800
	TOTAL SUPPLIES	109,864	116,253	121,892	115,427	111,899	104,906	270,460
	SERVICES & CHARGES							
4319	Professional Services	8,174	21,009	7,846	81	-	-	-
4321	Telephone	2,722	4,427	4,829	4,816	5,100	1,186	4,300
4322	Postage	67	83	55	2	50	33	60
4328	Travel	822	34,693	55	10,195	1,000	2,269	2,500
4348	Workforce/Schools	128	3,822	3,759	3,165	1,850	673	3,200
4359	Publishing	7,650	6,784	22,334	29,272	29,500	21,084	30,650
4361	Insurance	275,442	304,004	498,054	419,509	479,000	195,928	384,000
4380	Utilities	31,829	39,657	39,359	73,912	28,500	16,069	74,000
4409	Computer Software	7,008	7,884	8,618	13,178	8,800	2,468	8,500
4415	Equipment Rental	490	705	710	1,059	1,000	800	350
4433	Dues/Subscriptions	-	-	-	-	-	-	-
4437	Taxes & Licenses	4,821	9,979	19,853	18,177	14,200	10,473	10,000
4438	Travel	294,683	419,938	626,116	626,694	600,000	216,666	683,150
	TOTAL SERVICES & CHARGES							
	CAPITAL OUTLAY							
4520	Buildings & Structures	39,977	-	-	-	-	-	-
4560	Zamboni	36,753	-	-	169,844	-	-	-
	TOTAL CAPITAL OUTLAY							
	DEBT SERVICE							
4802	Lease Principal	-	78,339	-	199,344	113,000	-	113,000
4812	Lease Interest	-	-	7,380	8,951	7,400	-	8,000
	TOTAL DEBT SERVICE							
4721	TRANSFER - General Fund	-	-	7,360	8,261	7,400	8,000	-
	TOTAL EXPENDITURES							
	CHANGE IN FUND BALANCE							
	FUND BALANCE - BEGINNING							
	FUND BALANCE - ENDING							

Interfund Loan for Zamboni

NOTE: This did not include PT Concessions/Catering as part of the accruals to accruals staffing completion

2025 Estimates - April 2024

Pre-Op Chart Restructure

Positions	FTE's & Hrs/Annu.
Facility Support/Manager	Exempt
Facility Support/Manager	Exempt
Facility Maint. Supervisor	Nonexempt
Asst. Facility Supervisor	Exempt
Senior Facility Worker	Nonexempt
Office Assistant	Nonexempt
Facility Worker	\$12,333
Customer Service Associate	Part time (64 hrs/week) \$24/hr avg.
Facility Worker	Part time (101 hrs/week) \$20/hr avg.
Part Time Worker	\$16,976

Post-Op Chart Restructure

Positions	FTE's & Hrs/Annu.	Comments
Community Event Center Manager	Exempt, 84-5p M-F (hours vary as needed)	Leader on Duty Rotation (as needed - Sub)
Assistant Manager	Exempt, 84-5p M-F (hours vary as needed)	Leader on Duty Rotation (84-5p Sat/Sun)
Maintenance Supervisor	Exempt, 84-5p M-F (hours vary as needed)	Leader on Duty Rotation (84-5p Sat/Sun)
Concessionaire Supervisor	Exempt 11a-9p Sat/Sun (16hrs)	Leader on Duty Rotation (84-5p Sat/Sun)
Senior Facility Worker	Nonexempt 8a-5p M-F (hours vary as needed)	Every 3rd Weekend (84-5p Sat/Sun)
Administrative Assistant	Nonexempt 8a-5p M-F (hours vary as needed)	Events such as Squash, high school games, youth tournaments etc.
Est. Full Time Worker	\$678,327	Events such as commission meeting, section games, etc
Customer Service Associate	Part time 5p-9p M-F (13hrs)	(31 hours/week)
Facility Worker	Part time 9p-11p M-F (5.5hrs)	\$20/hr avg.
Building Supervisor	Part time 9p-10p M-F (24hrs)	(95 hours/week)
Est. Part Time Worker	\$115,458	\$20/hr avg.

2025 BUDGET DETAIL

Dept: 221-5400 - Multipurpose Facility

Acct. No.	Explanation/Detail of Supplies or Services	2020		2021		2022		2023		2024		2025		Comments:
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	
3464	REVENUES:													
3465	Ice Rental	314,493	638,434	654,744	807,498	893,500	403,893	973,500						
3466	Admissions	4,280	35,069	24,822	44,448	45,000	24,108							
3468	Dry Floor Events	-	6,810	6,355	7,906	7,000	465							
3468	Skate Sharpening	419	-	395	2,647	2,000	1,962	4,000						
3469	Special Event Admissions	-	-	-	-	-	-	-						
3470	Catering	-	-	-	-	-	-	-						
3475	Facility Rentals - Field House	8,380	106,497	188,000	173,139	158,000	100,549	135,000						
	Meeting/Party Rooms	-	-	-	-	-	-	-						
	Elk River Youth Hockey	-	-	-	-	-	-	-						
	Squatch	-	-	-	-	-	-	-						
3482	Advertising Fee	5,987	31,852	51,833	54,738	65,000	9,175	53,550						
3485	Naming Rights/Sponsorship	23,000	130,975	113,000	64,250	113,000	61,000	113,000						
3621	Interest Income	6,183	227	1,799	1,844	2,000	481	2,000						
3626	Contributions/Refunds & Reimb.	-	2,755	-	51,758	-	2,000	-						
3629	Misc. Revenue	860	3,434	3,568	5,741	4,500	2,407	4,500						
3761	ATM Revenue	-	-	-	-	400	-	-						
3792	Cash Over/Short	-	-	1,200	30,000	200	11	-						
3910	Sale of Assets	-	-	37,572	-	-	-	10,000						
3918	Lease Revenue	-	-	655,000	200,000	-	-	-						
3921	Transfers In	3,061	-	-	-	-	-	-						
	Offset taxes and utilities	-	-	-	-	-	-	-						
	TOTAL ICE ARENA REVENUES	386,082	856,183	1,738,288	1,444,623	1,377,000	608,463	1,285,650						
	EXPENDITURES:													
	PERSONAL SERVICES:													
4101	Regular Pay	246,176	396,385	425,318	491,087	567,450	225,179	418,650						
4102	Overtime Pay	1,052	9,288	9,501	7,361	3,220	-	-						
4103	Part-Time Pay	75,725	101,917	173,832	233,968	53,000	77,111	187,100						
4104	PERA	23,117	37,347	42,316	60,629	45,800	21,868	45,450						
4105	FICA	19,897	30,563	36,891	44,210	37,850	18,487	37,550						
4107	Medicare	4,621	7,148	8,528	10,339	8,650	4,318	8,800						
4108	Insurance	34,728	62,858	75,099	93,852	102,900	48,881	87,600						
4109	Workers Comp	5,610	14,689	20,392	10,122	9,600	11,387	18,700						
4110	Unemployment Compensation	-	-	1,708	140	-	-	-						
	TOTAL PERSONAL SERVICES	410,716	659,185	793,685	941,608	825,450	408,421	803,900						
	SUPPLIES													
4212	Fuels & Lubes	244	11	87	44	250	195	250						
	Gas/oil	-	-	-	-	-	-	-						
4217	Uniform Allowance	-	-	1,007	2,556	1,500	2,500	2,500						
	Uniforms for staff	-	-	-	-	-	-	-						
4219	Operating Supplies	74,333	89,283	59,889	83,280	59,850	37,351	83,300						
	Office supplies	-	-	-	-	2,200	2,200	83,300						
	Sunscreen	-	-	-	-	2,200	2,200	-						
	Rink supplies	-	-	-	-	5,500	5,500	-						
	Cleaning supplies	-	-	-	-	20,000	20,000	-						
	Building supplies	-	-	-	-	5,200	5,200	-						
	Tools	-	-	-	-	250	250	-						
	Safety supplies	-	-	-	-	900	900	-						
	Water treatment for cooling towers	-	-	-	-	3,200	3,200	-						
	Water Softener Salt	-	-	-	-	2,000	2,000	-						
	Painting supplies	-	-	-	-	300	300	-						
	Zamboni - repairs, purchases of parts	-	-	-	-	3,500	3,500	-						
	Landscape maintenance	-	-	-	-	200	200	-						
	Skate sharpening supplies	-	-	-	-	500	500	-						
	AV Equipment - meeting rooms	-	-	-	-	1,000	1,000	-						
4259	Other Merchandise For Resale	451	138	-	1,069	1,200	658	1,000						
	Ties, leases, mouthguards, socks, caps, etc.	-	-	-	-	1,200	1,200	-						
	TOTAL SUPPLIES	75,028	85,442	60,083	86,067	46,900	18,422	87,850						
4319	SERVICES & CHARGES	8,174	28,006	7,846	81	-	-	-						
	Other Professional Services	-	-	-	-	-	-	-						
	Medical Billing/Insurance Consult	-	-	-	-	-	-	-						
4321	Telephone	2,722	4,427	4,829	4,615	1,100	1,100	4,300						
	Cell phone (4 @ \$25/mo)	-	-	-	-	1,500	1,500	1,200						
	Phone lines (\$300/mo. = \$3,600)	-	-	-	-	3,600	3,600	3,000						
4322	Postage	-	67	11	2	50	50	50						
	Postage	-	-	-	-	-	-	-						

Rate increases estimate an additional \$30,000 year-over-year + \$50,000 ISD728 ice rental fees (removed from Admissions)

3475 - Facility Rentals

- 7,925 Cornerstone Arena
- 5,551 Fieldhouse North Half
- 4,372 Fieldhouse South Half
- 9,175 Flex Space
- 86,132 Full Fieldhouse
- 3,925 Kiser Construction Arena
- 5,864 Meeting Room Combined
- 4,008 Meeting Room North
- 380 Meeting Room South
- 4,560 Party Room Combined
- 837 Party Room West
- 1,147 Senior Activity Center
- 1,650 Unger Level Lobby

134,805 Total

3485 - Naming Rights

- 65,000 F&T
- 28,500 Cornerstone
- 19,500 Kiser Const.

113,000

2025 Estimated Amounts

FT Center Alloc

Supporting Partners - \$2,500 list price

- Sun Mechanical 1,875
- Collins Brothers Towing 1,875
- PeK Dental 1,875
- J.L. Architects 1,875
- Home Comfort Heating & Air Conditioning 1,875
- AB Welding 1,875
- Robt Excavating 1,500

Premium Partners - \$5,000 list price

- Power Within Chiropractor 3,750
- Elk River Liquor 3,750

Dasher Boards - \$1,200 list price

- Metro Tent Rental 1,200
- Rockwoods 1,200
- State Farm 1,200
- Papa Johns 1,200
- Danzas 1,200
- Greenscape 1,200
- World Class Auto Body 1,200
- Elk River Family Dentistry 1,200
- Elk River Youth Hockey Association 6,000
- iBackCheck 1,200

Zamboni Wrap

- Robt Excavating 4,500

Other Sponsorships (added prior to sponsorships)

- Metrol Cent 3,750
- First Bank of Elk River 3,750
- Bank of Elk River 4,500

Total 53,550

**Review

**Review Breakdown

phones / internet / tv

Dept: 221-5400 - Multipurpose Facility

Acct. No.	Explanation/Detail of Supplies or Services	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Budget	6/30/24 Actual	2025 Budget	Comments:
4331	Conferences/Schools Minnesota Ice Arena Managers Conference Other trainings (LMC, Finance Classes) Management/Training	822	403	55	165	1,092	-	2,500	
4349	Marketing Building signage/signage Building & event marketing	-	34,661	-	10,664	4,000	2,200	6,000	
4359	Publishing Printed marketing materials Employment ads	128	3,622	3,738	2,765	3,000	673	3,000	
4361	Insurance Property insurance Auto insurance	7,856	9,784	22,334	26,272	29,600	21,006	30,650	TBD
4388	Utilities Natural gas Garbage Electric water sewer	225,442	301,064	458,054	419,509	470,000	528,078	654,000	2024 YTD Utilities: 35,000 Natural gas 4,029 Garbage 153,046 Electric, water sewer 192,074 Total
4401	Building/Equipment Repair & Maint. Security monitoring / Repairs Sprinkler inspections Mechanical repairs & ins. actions Building repairs Zamboni - repairs, sharpen blades, etc. Zamboni battery replacement (2025)	23,429	39,657	82,359	73,912	28,600	19,026	24,000	**Review Breakdown
4409	Contractual Services Program maintenance Programs Printing and copy Software licenses Furniture Program Management Chic Rec Contract	2,362	7,582	7,820	21,690	31,500	4,698	31,500	
4415	Equipment rental Miscellaneous	7,008	7,884	38,178	694	800	2,468	800	
4433	Dues/Subscriptions MAMA MRPA memberships	460	705	710	1,060	1,000	960	3,500	
4437	Taxes & Licenses Property, Texas - leased space	-	2,123	6,008	5,610	7,000	3,229	9,000	
4438	Credit Card Fees	-	-	-	-	-	9,374	10,000	
4520	TOTAL SERVICES & CHARGES	278,403	440,185	620,843	567,139	679,150	191,741	535,650	
4520	CAPITAL OUTLAY Buildings & Structures Naming Rights Signage Offset	-	39,577	-	-	113,000	-	113,000	
4660	Equipment AV Equipment, meeting rooms Zamboni	-	36,753	-	199,844	-	-	-	
4602	DEBT SERVICE Copier Leases	-	7,380	-	199,844	113,000	-	113,000	
4612	Interest	-	-	-	-	7,400	-	8,000	Copier leases considered debt service due to change in accounting principle
4721	TOTAL DEBT SERVICE	-	7,380	-	199,844	120,400	-	121,000	
4721	TRANSFER - Capital Reserve (Zamboni loan)	-	-	-	-	7,400	-	8,000	
	TOTAL MPF EXPENDITURES	784,147	1,258,152	1,491,091	1,403,598	1,574,900	638,584	1,589,150	
	REVENUES OVER/(UNDER) EXPENDITURES	(386,065)	(302,969)	247,197	(358,978)	(107,900)	(301,121)	(273,000)	

2025 BUDGET DETAIL

Dept: 221-5430 - Concessions

Acct. No.	Explanation/Detail of Supplies or Services	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Budget	6/30/24 Actual	2025 Budget	Comments:
3467	REVENUES:								
3622	Vending Machines	25,096	5,000	8,165	139,845	217,000	103,458	220,000	
3792	Cash Over/Short	5,201	12,927	23,767	6,312	12,000	3,628	7,250	
TBD	Liquor						485	44,000	
TBD	Catering							58,000	
	TOTAL REVENUES	30,297	17,927	31,932	145,257	229,000	107,571	329,250	
	EXPENDITURES:								
	PERSONAL SERVICES								
4103	Full Time Pay							73,000	
4103	Part Time Pay	13,860	-	2,332	42,655	55,000	26,092	47,000	
4104	PERA				23		57	5,500	
4105	FICA	859	-	145	2,659	4,000	1,618	7,500	
4107	Medicare	201	-	34	622	1,000	378	1,750	
4108	Insurance							18,000	
4109	Workers Comp							3,700	
	TOTAL PERSONAL SERVICES	14,920	-	2,511	45,959	60,000	28,145	156,450	
	SUPPLIES								
4219	Operating Supplies	1,574	-	5,225	7,333	3,100	8,071	32,360	
	Concessions License					600		600	
	Concession Stand Supplies					500		10,000	
	Liquor License							5,200	
	Liquor Liability Insurance							5,000	
	Liquor Supplies							2,500	
	Catering/Restaurant License							5,000	
	Catering Supplies							2,500	
	Point of Sale System Set Up Fee					2,000		-	
	Point of Sale Annual Subscription							1,560	
	Other Merchandise For Resale	13,806	7,404	20,205	58,008	60,000	32,789	113,680	
	Supplies and products for resale (Concessions)					80,000		70,000	
	Supplies and products for resale (Liquor)							15,000	
	Supplies and products for resale (Catering)							29,000	
	TOTAL SUPPLIES	15,380	7,404	25,430	65,341	83,100	40,861	146,360	
	SERVICES & CHARGES								
4438	Credit Card Fees				1,117		4,050	10,000	
	TOTAL SERVICES & CHARGES				1,117		4,050	10,000	
	TOTAL EXPENDITURES - CONCESSIONS	30,300	7,404	27,941	112,417	143,100	73,056	312,810	
	REVENUES OVER(UNDER) EXPENDITURES	(3)	10,523	3,991	33,840	85,900	34,515	16,440	

TBD - Liquor
 17,600 Squatch - 22 events - \$800/ea.
 18,000 ERYHA - 200 games squirts and above + 1,600 hours of practices x \$5/ea. x 2/yr. avg.
 12,500 ERHS - 25 Boys/Girls events - 50 individuals w/ 2 drinks @ \$5 ea. Average
 15,000 MN Hockey, AAA, ERYHA, VFW, etc. Tournament weekends - 15 x \$1,000/ea.
 7,000 Vendor Craft Shows 7 x \$1,000/ea.
 70,100

Potential Opportunities

TBD - Catering/Concessions Weekly Special Menu Item (Sloppy Joe, Pulled Pork Sandwich, etc.)
 16,500 Squatch fan meals - 22 events - \$750/ea.
 5,625 Squatch road game subs - 30 meals, 15 events - \$12.50/ea.
 15,000 ERYHA - 200 events squirts and above - \$75/ea.
 13,125 ERHS - 25 Boys/Girls events - 75 individuals @ \$7 ea. Average
 7,812 ERHS - 25 Boys/Girls road game meals - 25 individuals @ \$12.50 ea. Average
 15,000 Tournament weekends - 15 x \$1,000/ea.
 7,000 Vendor Craft Shows 7 x \$1,000/ea.
 57,937

4103 - Part Time Pay
 32,000 Concessions Staffing
 1,728 Squatch Liquor/Catering Staff x1 (24 events x \$18/hr x 4hrs)
 7,200 ERYHA Liquor/Catering Staff x1 (200 events x \$18/hr x 2hrs)
 5,760 Tournament Liquor/Catering Staff x1 (20 events x \$18/hr x 16hrs)
 46,688

300% liquor mark up
 200% food mark up

2025 BUDGET DETAIL

Dept: 221-5410 - Hockey Program

Acct. No.	Explanation/Detail of Supplies or Services	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 BUDGET	3/31/24 Actual	2025 BUDGET
3461	REVENUES: Recreation Fees	27,675	58,658	80,990	142,982	230,000	74,870	150,000
	TOTAL REVENUES	27,675	58,658	80,990	142,982	230,000	74,870	150,000
	EXPENDITURES:							
4219	SUPPLIES Operating Supplies Jerseys	18,853	22,064	31,928	24,055	25,000	24,638	32,000
						25,000		32,000
	TOTAL SUPPLIES	18,853	22,064	31,928	24,055	25,000	24,638	32,000
4359	SERVICES & CHARGES Publishing Face Book Ads Electronic billboard (Break Away)	-	-	-	400	200	-	200
						200		200
						-		-
4409	Contractual Services Referees Participating arena's fees	2,903	5,997	16,581	51,658	72,000	20,477	72,000
						22,000		22,000
						50,000		50,000
4438	Credit card fees	4,290	5,290	5,899	4,782	5,500	2,108	5,500
	TOTAL SERVICES & CHARGES	7,193	11,287	22,480	56,840	77,700	22,585	77,700
	TOTAL EXPENDITURES - HOCKEY	26,046	33,351	54,408	80,895	102,700	47,223	109,700
	REVENUES OVER/(UNDER) EXPENDITURES	1,629	25,307	26,582	62,087	127,300	27,647	40,300

2025 BUDGET DETAIL

Dept: 221-5420 - Skating Program

Acct. No.	Explanation/Detail of Supplies or Services	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 BUDGET	6/30/24 Actual	2025 BUDGET
REVENUES:								
3461	Recreation Fees	-	25,877	42,531	58,566	60,000	32,247	60,000
3465	Admissions - Skate show	-	-	-	-	-	-	-
TOTAL REVENUES		-	25,877	42,531	58,566	60,000	32,247	60,000
EXPENDITURES:								
PERSONAL SERVICES								
4103	Part Time Pay	1,685	6,752	10,733	13,450	14,000	5,692	14,000
4105	FICA	104	419	665	840	900	352	850
4107	Medicare	24	98	156	196	300	82	200
TOTAL PERSONAL SERVICES		1,813	7,269	11,554	14,486	15,200	6,126	15,050
SUPPLIES								
4219	Operating Supplies	603	3,333	4,451	5,074	3,800	985	4,250
	Supplies for skate show							
	Uniforms for instructors					500		750
	US Figure Skate supplies / Registrations					3,300		3,500
TOTAL SUPPLIES		603	3,333	4,451	5,074	3,800	985	4,250
SERVICES & CHARGES								
4359	Publishing	-	-	-	-	250	-	-
	Skate Show programs							
	Skate Show Advertising							
	Star News - Advertising for Skating lessons					250		
Contractual Services		399	-	-	-	-	-	-
4409	Guest Skater / Senior skaters							
	Tech - to mix music for show							
	back drops and lighting for skate show							
	Design for Skate Show Logo							

10/9/2024

Dept: 221-5420 - Skating Program

Acct. No.	Explanation/Detail of Supplies or Services	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 BUDGET	6/30/24 Actual	2025 BUDGET
4438	Credit card fees	631	1,566	1,896	1,768	1,700	1,086	1,800
	TOTAL SERVICES & CHARGES	1,030	1,566	1,896	1,768	1,950	1,086	1,800
	TOTAL EXPENDITURES - SKATING	3,446	12,168	17,901	21,328	20,950	8,197	21,100
	REVENUES OVER/(UNDER) EXPENDITURES	(3,446)	13,709	24,630	37,238	39,050	24,050	38,900