



# Community Event Center Commission

## Regular Meeting Agenda

Monday, June 9, 2025  
6:30 PM  
Furniture and Things Community  
Event Center Party Room

- 
1. CALL MEETING TO ORDER
  2. CONSIDER AGENDA
  3. CONSIDER MINUTES
    - 3.1 April 7, 2025 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 Manager's Report
    - 6.3 Communications Report
  7. NEW BUSINESS
    - 7.1 Field House Improvements
    - 7.2 2026 Facility Rental Rates
    - 7.3 Policies and Procedures Update
    - 7.4 Elect Vice Chair
  8. OLD BUSINESS
  9. MOTION TO ADJOURN REGULAR MEETING



**Regular Meeting of the  
Multipurpose Facility Advisory Commission  
Held at Elk River City Hall  
Monday, April 7, 2025**

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

Members Absent: Commissioners Mike Cunningham

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

Public Present: None

**OATH OF OFFICE ADMINISTERED TO COMMISSIONER WALKER PRIOR TO MEETING. MEETING STARTED AS JOINT WORKSESSION W/CITY COUNCIL FOLLOWED BY REGULAR MFAC MEETING IN COUNCIL CHAMBERS.**

**1. Call Meeting to Order**

The April 7, 2025, meeting of the Multipurpose Facility Advisory Commission was called to order by Chair Westgaard at 7:55 p.m.

**2. Consider Agenda**

Motion by Vice Chair Kotzian and seconded by Commissioner Walker to add agenda item 7.1 "Renaming Multipurpose Advisory Commission and establish updated roles and responsibilities". Motion carried 4-0. (Beyer absent due to continued Council meeting)

**3.1. February 10, 2025, Minutes**

Motion by Vice Chair Kotzian and seconded by Commissioner Walker to approve the February 10, 2025, minutes as presented. Motion carried 4-0. (Beyer absent)

**4. Open Forum**

No one present.

**5 Presentations**

None

**6.1. Financial Report**

Mr. Stremcha presented the report, adding the admissions revenue figure will diminish after we send each section their ticket revenue.

Ms. Harstad noted by March 2025 we have already surpassed the food/beverage revenue figures

from January - October of 2024. (Ms. Sorheim arrives for 8.1 presentation – MFAC skips forward to that section).

## 6.2. Manager's Report

Ms. Harstad presented.

## 7.1. Renaming Multipurpose Advisory Commission/Establish Roles and responsibilities

MFAC reviewed the Elk River Code of Ordinances pertaining to the Multipurpose Facility Advisory Commission.

Commissioner Hecker inquires if the ordinance is changed, would City Council have to reappoint Commissioners? Mr. Stremcha replied the Council could dissolve the MFAC and create a new commission.

Ms. Harstad inquires about how Council would keep from having multiple “at large” members being associated with the same facility user group.

Commissioner Beyer replied candidates would be vetted out in City Council interviews.

Mr. Stremcha advised the commission should add perimeters for justifying a particular meeting schedule, suggesting meeting January/April (end of fiscal year/review rates)/July/October (finalize budget). He also added changing the meeting perimeters should be part of the bi-laws.

Vice chair Kotzian asks if user groups are removed from the commission entirely, can they go back to deciding on rates?

**Motion by Vice Chair Kotzian and seconded by Commissioner Hecker to recommend the following changes to council:**

- **Change name of the commission to the Community Event Center Commission thereby changing any instances in the ordinance referencing the Multipurpose Facility Advisory Commission.**
- **Revise membership to consist of five voting members:**
  - **One member of the Senior Activity Center**
  - **One sitting member of the City Council**
  - **Three at-large members modeled after the parks and recreation structure with members appointed by the city council. It is expected that a preference be given to city residents, but residency by itself shall not be a disqualification.**
- **Remove the verbal annual report from “powers and duties”**
- **Remove “The commission shall meet at least three times each year meeting requirement.**
- **Clarify with City Attorney if Commission members can vote on facility rates if user groups representation is removed and better define conflict of interest for any at-large members.**



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**Motion carries 5-0.**

### **8.1. FT Center Wayfinding**

Ms. Sorheim presented the report.

Commissioner Beyer arrives at 9:08 p.m.

Chair Westgaard notes both rinks should either have the logo and name or just the name, as current document only shows name and logo for Kiser.

Commissioner Hecker likes the outdoor Senior Activity Center sign- but suggests adding an arrow to clarify where the entrance is.

Ms. Estby notes a policy will need to be in place for any bulletin boards in the building.

**Motion by Vice Chair Kotzian and seconded by Commissioner Beyer to implement wayfinding as presented. Motion passes 5-0.**

### **9. Motion to Adjourn**

**Motion by Vice Chair Kotzian and seconded by Commissioner Walker to adjourn the meeting of the Multipurpose Facility Advisory Commission. Motion carried 5-0.**

The meeting was adjourned at 10:20 p.m.

Minutes prepared by Laura Estby.

\_\_\_\_\_  
Mike Westgaard, Chair

\_\_\_\_\_  
Tina Allard, City Clerk





# Request for Action

**To**  
Community Event Center Commission

**Item Number**  
6.1

**Meeting Date**  
June 9, 2025

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

**Item Description**  
Financial Report

**Reviewed by**  
Joe Stremcha  
Katie Harstad

## Action Requested

Review the financial report comparing the February 2024 vs 2025 budget to the current.

## Background/Discussion

Revenues of \$647,785 exceeded expenditures of \$546,419 by \$101,366 through the end of April 2025. In 2024, the year-to-date budget surplus was \$64,927.

## Financial Impact

None.

## Mission/Policy/Goal

Responsible for every dollar - good stewards.

## Attachments

- I. 2024 and 2025 April YTD

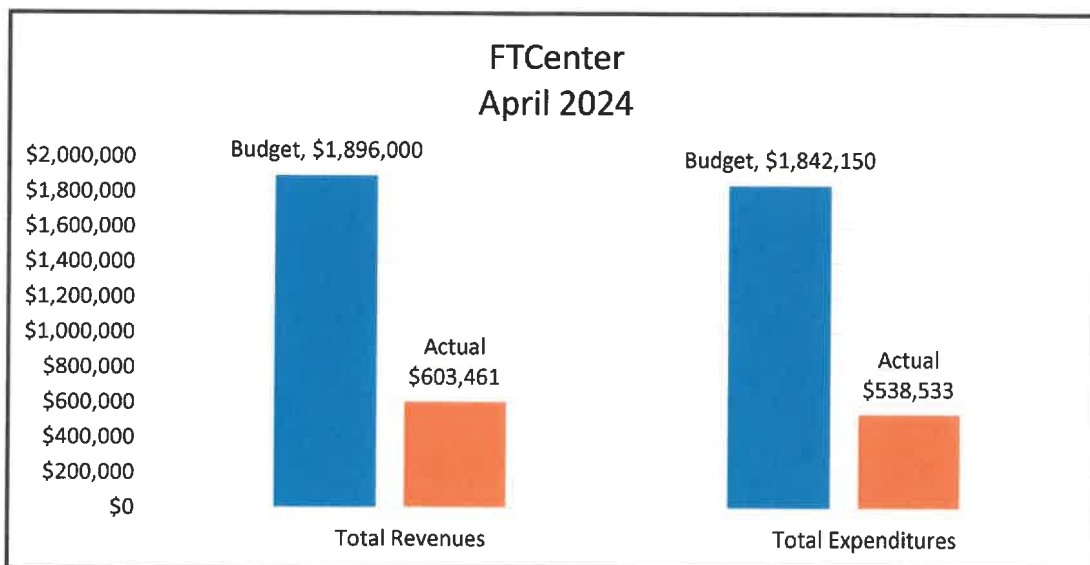
## The Elk River Vision

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



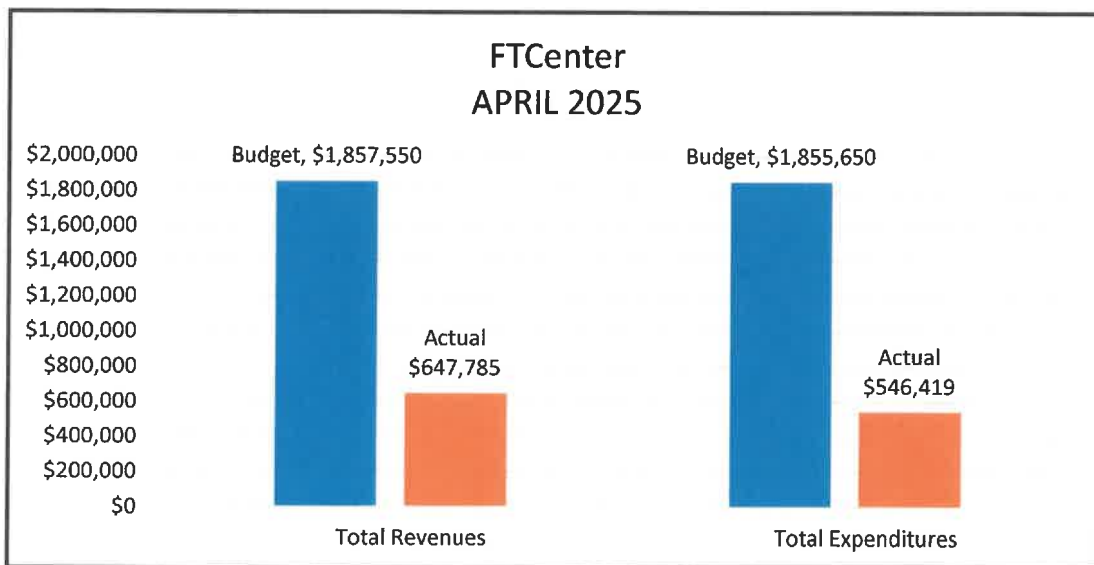
**CITY OF ELK RIVER  
MULTIPURPOSE FACILITY - BUDGET TO ACTUAL  
MONTH ENDED APRIL 30, 2024**

	<b>Current Budget</b>	<b>Year to Date Actual</b>	<b>% of Budget</b>
<b>Revenues:</b>			
Ice Rental	\$893,500	\$278,207	31.14%
Admissions	45,000	23,687	52.64%
Dry Floor Events/Craft Shows	7,000	465	6.64%
Facility Rental	244,400	73,754	30.18%
Advertising/Naming Rights/Sponsorships	178,000	29,904	16.80%
Recreation fees (Skating/Hockey)	290,000	89,623	30.90%
Concessions/vending	229,000	102,147	44.61%
Other Revenues (interest, etc.)	9,100	5,674	62.35%
Total Revenues	\$1,896,000	\$603,461	31.83%
<b>Operating expenses:</b>			
Personal services	\$900,650	\$318,674	35.38%
Supplies	159,800	88,129	55.15%
Other service charges	661,300	131,730	19.92%
Capital Outlay	120,400	0	0.00%
Total Expenditures	\$1,842,150	\$538,533	29.23%
<b>Revenues over/(under) expenditures</b>	<b>\$53,850</b>	<b>\$64,927</b>	



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

	Current Budget	Year to Date Actual	% of Budget
<b>Revenues:</b>			
Ice Rental	\$861,000	\$295,087	34.27%
Admissions	6,000	12,488	208.13%
Dry Floor Events/Craft Shows	0	0	0.00%
Facility Rental	245,400	59,064	2.00%
Advertising/Naming Rights/Sponsorships	192,550	39,374	20.45%
Recreation fees (Skating/Hockey)	160,000	65,877	41.17%
Concessions/catering/vending	363,000	169,845	46.79%
Other Revenues (interest, etc.)	29,600	6,050	20.44%
Total Revenues	\$1,857,550	\$647,785	34.87%
<b>Operating expenses:</b>			
Personal services	\$930,900	\$313,956	33.73%
Supplies	197,550	76,482	38.72%
Other service charges	585,450	155,981	26.64%
Capital Outlay	141,750	0	0.00%
Total Expenditures	\$1,855,650	\$546,419	29.45%
<b>Revenues over/(under) expenditures</b>	<b>\$1,900</b>	<b>\$101,366</b>	





## Memorandum

Item: 6.2

**To:** Community Event Center Commission

**From:** Community Event Center Manager Katie Harstad

**Date:** June 9, 2025

**Subject:** Community Event Center Manager's Report

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

### Staffing Additions

- Overlook Chef – Finalist selected, pending City Council approval on June 16.

### Staff Restructuring

The following positions will be proposed to City Council for approval on June 16. We will advertise this summer and begin staff onboarding in August/September in preparation for the regular season.

- Overlook Event Worker to become Overlook Bartender. This position currently makes a premium PT wage, but is not allowed to accept tips. We are proposing to pay minimum wage and allow our bartenders to accept tips. This will reduce labor expenses now that a more predictable schedule is available through more frequent patronage at the Overlook Lounge and other catered events.
- Assistant Operations Worker to become Event Production Worker. This summer we are redefining the roles, responsibilities, and expectations of our PT staff that can provide enhanced user experiences as an added fee for various games, tournaments, and events leveraging our scoreboard, music, and other equipment.

### BRE Visits (Business Retention & Engagement)

- **Elk River Figure Skating Club** – Staff met with club members to recap the spring show and discuss the upcoming summer and fall seasons.
- **Elk River High School Hockey** – Staff met in April with Athletic Director Cunningham, Principal Zeman, Coach Gustafson, Coach Ballenger, and Blue Line Club President Kotzian. They received feedback from the hockey season and began preparations for the upcoming season related to scheduling, locker rooms, and game day experiences.
- **Elk River Youth Hockey Association** – Staff attended the ERYHA board meeting in May to receive feedback from the recent hockey season regarding ice quality, concession ideas, and ice time availability.
- **MN Squatch Junior "A" Hockey** – Staff met with owner Jon "Chic" Pojar again in April to review the season, discuss ideas for next year, and address the upcoming contract end in 2026.
- **Rogers Otsego Softball** – Staff met with Director Freeberg to discuss the upcoming season and any changes related to the opening of the new Rogers facility.

## Minnesota Ice Arena Manager's Association Spring Workshop

Staff management and supervisors attended the MIAMA event on May 7. The event featured an important educational seminar on ammonia safety, roundtable discussions with other facility managers, a tour of the upcoming upgrades at the Runestone Community Center and Ice Arena, and a vendor expo. The roundtable discussions highlighted common challenges faced by many facilities, including increased cancellations, declining sales, and rising expenses.

## Overlook Sales

Café and Lounge sales have slowed in the current off-season, but staff created a temporary catering menu prior to onboarding our chef. This will help promote events that use the Overlook for food services. A Summer menu for the Café and Lounge was created to limit spoilage of products with a shorter shelf life.

Overlook Sales				
Sales Area	2024 YTD Comparison	2025 YTD Actual	2025 Full Year Budget	% Total Budget
Café	\$103,459	\$136,549	\$247,000	55%
Lounge	\$0	\$53,308	\$86,000	62%
Catering	\$2,434	\$11,082	\$23,000	48%
<b>Total</b>	<b>\$105,893</b>	<b>\$200,939</b>	<b>\$356,000</b>	<b>56%</b>

## Rinks & Links Lunches

Rinks & Links is the summer hockey and golf youth camp renting space in the building for 12 weeks of the Summer. 74 children have enrolled in their program thus far. Staff collaborated with the organizers to develop a lunch program for participants. 33 registered for the month of June. This will generate a strong net profit over the summer in an otherwise slower time of year for food sales.

## Food Supplier Updates

Staff expanded partnerships with more suppliers in preparation for our new chef. Sysco has historically been the sole food supplier for the facility. Accounts are now established with US Foods and Performance Food Group enabling more competitive pricing. This expands product options such as in-house coffee and ice cream operations as these suppliers offer rental equipment exclusively to their customers.

## Educational Arena & Community Center Tours

Staff have begun a series of facility tours to learn about operations and explore best practices. On May 27, Katie, Tony, Jen, Sam, and Joe visited the following locations: the NSC Super Rink; Fogerty Arena, which includes the attached Moe's at The Ice House bar/restaurant; and the TCO Sports Garden, which features the connected Sak's Sports Bar. On June 24, the same team will tour the Maple Grove Community Center, Plymouth Ice Center, Eden Prairie Community Center, and Braemar Arena in Edina.

## Spring Makers Market

Staff held the event on Saturday, May 3, 2025

- 77 total booths with 70 different vendors = \$5,005 in revenue to the FT Center
- Power within Chiropractor was sponsor of event as a part of their sponsorship package), and they had a booth with chair massages.
- Weather was extremely nice which impacted foot traffic to the indoor event.
- Some vendors noted that traffic was low and stated they would not return to the Spring show. Repeat vendors did mention this show seemed marketed more than previous ones.
- No other major public events were going on in the building.
- Vendors had the opportunity to order from Cafe to be delivered to their booth which seemed to be popular again- \$600 in revenue.

### Senior Activity Center Update

As of June 5, 2025, the Senior Center has 529 members—about equal compared to the same time last year. Another event in the upper lobby with the Overlook Catering is scheduled for July 16.

### New Monthly Rentals

The following spaces were rented at monthly cost per square foot rates set by City Council last fall.

- ERYHA is renting the unused upstairs office across from the elevator.
- Rinks & Links is renting the Field House office and a portion of storage space in Cornerstone Arena.

### Events

As of 06/03/25 The facility has received 179 event inquiries with 95 bookings. Included in these bookings are 62 party package requests, and of those, 39 were booked.

- **ERHS Class of 2005 20 Year Reunion** – The event was held in a portion of the lounge and café with total sales reaching just under \$2,300 in food and beverages.
- **Lincoln Elementary School** – The event was an appreciation for students in student council and the crossing guards on May 28th. They originally planned on bringing in food, but staff offered to cater, and they chose that option instead resulting in \$853 in sales

### Expanding Open Programing Hours

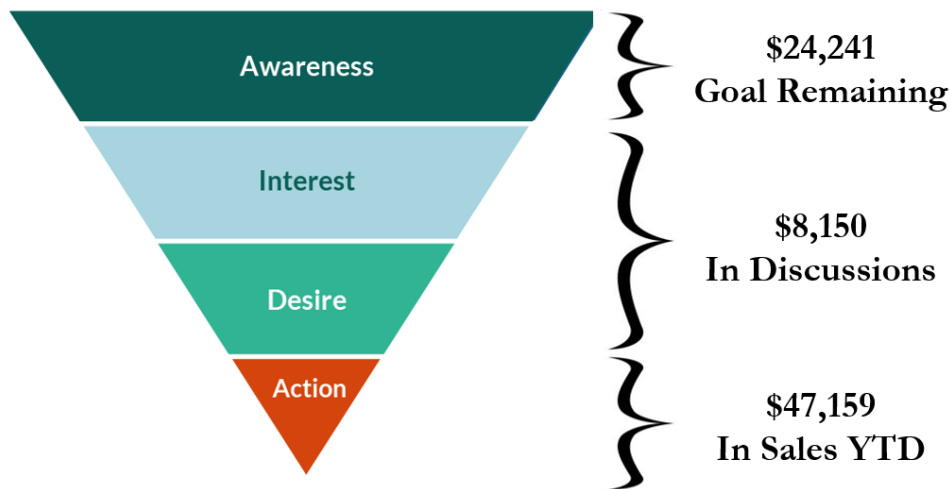
In April 2025, staff provided community members with the ability to purchase access to open areas whenever these spaces were not privately rented (within the facility hours set by other usage).

PROGRAM	2024			2025			Difference	
	Pricing	Count	Income	Pricing	Count	Income	Count	Income
Open Skate	\$ 6	1252	\$6,140	\$6	1047	\$5,821	-205	\$(319)
Open Stick & Puck	\$8	186	\$1,034	\$8	1123	\$8,333	937	\$7,299
Open Hockey	\$10	109	\$1,010	\$8	290	\$2,470	181	\$1,460
Open Turf	\$6	286	\$1,335	\$6	316	\$1,757	30	\$422
<b>TOTAL</b>	<b>N/A</b>	<b>1833</b>	<b>\$9,519</b>	<b>N/A</b>	<b>2776</b>	<b>\$18,381</b>	<b>943</b>	<b>\$8,862</b>

### Sponsorship Update

Available sponsorships include 19 dashers in Cornerstone, 7 dashers in Kiser, misc. on-ice logos, and naming rights for the Field House, Senior Activity Center, and the Overlook Café/Lounge. Jen will begin canvassing the local area businesses in person and on the phone once our chef is onboarded later this summer.

### 2025 Budget - Sponsorship Sales Funnel





# Request for Action

**To**  
Community Event Center Commission

**Item Number**  
6.3

**Meeting Date**  
June 9, 2025

**Prepared By**  
Starr Sorheim, Senior Communications Coordinator

**Item Description**  
Communications Report

**Reviewed by**  
Katie Harstad

**Action Requested**  
Review the Communications Report

## **Background/Discussion**

May is a slower month for the FT Center. The content posted did well though and followers enjoyed seeing the hot tub spa and swim sale photos. Staff are hoping to capitalize on that with a time-lapse of their setup as they have another sale this weekend.

**Financial Impact**  
None.

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

**Attachments**  
I. FT Center Social Media Report May 2025

## **The Elk River Vision**

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





@FurnitureThingsCEC

# SOCIAL MEDIA DASHBOARD

## CURRENT DEMOGRAPHICS

### Gender



397



2,217



**2,614 FOLLOWERS**

+25

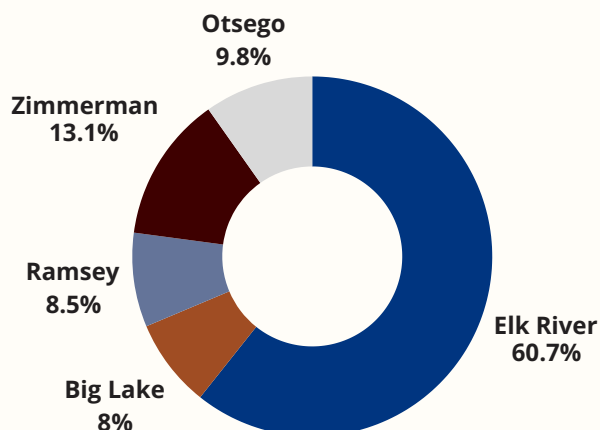
### Age

18-24	25-34	35-44
0.9%	11.5%	33.9%
45-54	55-64	65+
22.0%	15.3%	16.4%

### Active Times

- Wednesdays 9:00 A.M. - 9:00 P.M.
- Thursdays 9:00 A.M. - 9:00 P.M.
- Fridays 9:00 A.M. - 9:00 P.M.
- Saturdays 6:00 A.M. - 9:00 - P.M.
- Sundays 6:00 A.M. - 9:00 - P.M.

### Location



## MONTHLY ENGAGEMENT METRICS

**24,412**

Reach

**20,183**

Views

**1,790**

Visits

**419**

Interactions

**11**

Comments

**22**

Shares

**128**

Link Clicks

**156**

Reactions

## ACTIVE CAMPAIGNS

- Staff Spotlight
- Room Rentals
- Fall Breakaway Hockey
- Spring Makers Market

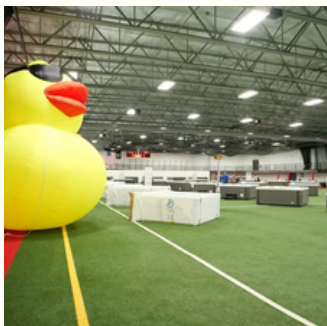
## TOP REACH ON POSTS



**Staff Spotlight: Jen**  
 Friday, May 30, 2025 at 2:02 p.m.  
 People Reached: 1,591  
 Reactions: 25  
 Comments: 2  
 Shares: 3  
 Link Clicks: 0  
**Total Views: 2,951**

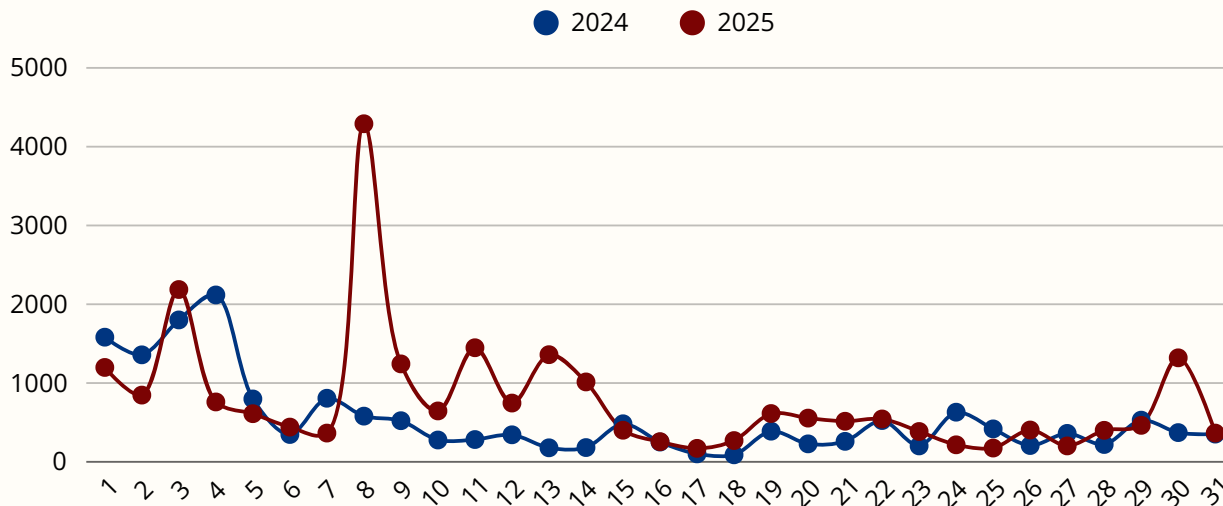


**Spring Makers Market Invite Video**  
 Thursday, May 1, 2025 at 6:08 p.m.  
 People Reached: 782  
 Reactions: 19  
 Comments: 4  
 Shares: 5  
 Link Clicks: 13  
**Total Views: 1,068**



**Hot Tub Spa and Swim Sale**  
 Friday, May 9, 2025 at 3:27 p.m.  
 People Reached: 707  
 Reactions: 0  
 Comments: 2  
 Shares: 0  
 Link Clicks: 0  
**Total Views: 1,255**

## 2024 VS. 2025 IN PEOPLE REACHED DAY-BY-DAY





# Request for Action

**To**  
Community Event Center Commission

**Item Number**  
7.1

**Meeting Date**  
June 9, 2025

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

**Item Description**  
Field House Improvements

**Reviewed by**  
Katie Harstad

**Action Requested**  
Discuss the Field House improvements.

## Background/Discussion

The Field House project is progressing as discussed with City Council. The plan includes replacing the entire Class 5 gravel base with concrete and retrofitting the existing turf with Velcro. This allows it to be rolled back for hard floor events and activities. The total project budget is \$405,518.

Thompson Construction will remove 4 inches of Class 5 gravel and replace it with 4 inches of fiber mesh–reinforced, sealed concrete with a smooth finish, at a total cost of \$109,665. Becker Arena Products will remove the turf, cut new seams, store the turf at their local facility, and reinstall it with new Velcro seams for a total cost of \$127,557. The west end of the turf will be fully glued to ensure proper alignment of turf sections.

J&A Glass will replace the entry doors to the field house at a cost of \$8,100. These are original doors from the old building and in a constant state of disrepair. The new design will change the layout from three single doors to one single door and one set of double doors to better accommodate larger crowds.

Final quotes for the perimeter curtains, hard court equipment, and event supplies/materials are being developed.

## Financial Impact

\$245,332 has been approved and leaves \$160,196 of the \$405,518 budget remaining.

## Mission/Policy/Goal

Meet changing needs - agile.

## Attachments

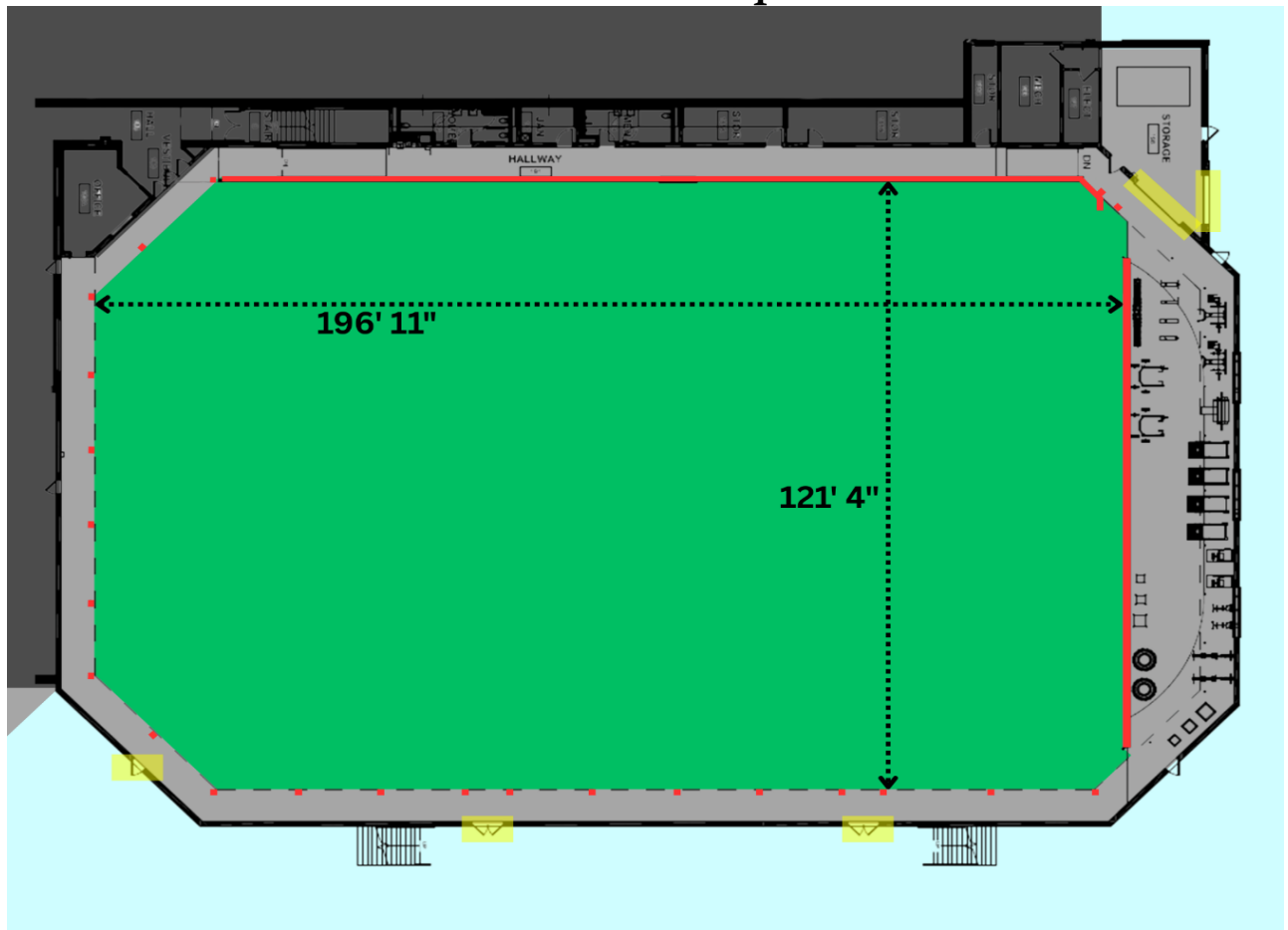
- I. Field House Project - Concrete and Turf Scope

### The Elk River Vision

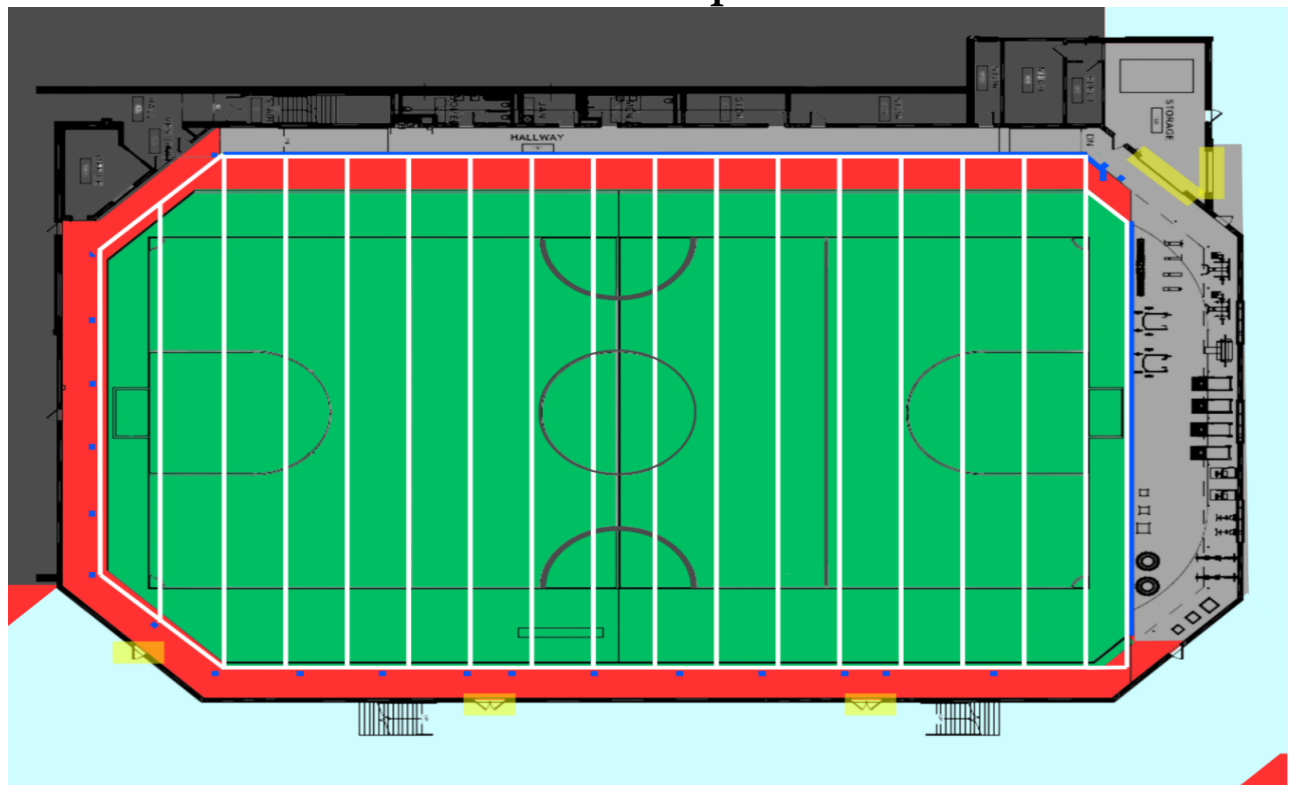
*A welcoming community with revolutionary and spirited resourcefulness, exceptional service, and community engagement that encourages and inspires prosperity*



# Concrete Scope



# Turf Scope





# Request for Action

**To**  
Community Event Center Commission

**Item Number**  
7.2

**Meeting Date**  
June 9, 2025

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

**Item Description**  
2026 Facility Rental Rates

**Reviewed by**  
Katie Harstad

**Action Requested**  
Discuss the 2026 Facility Rental Rates.

## **Background/Discussion**

Staff has collected facility comparison data and the proposed rates are consistent with the April projections provided during the City Council and Commission Joint Meeting.

## **Financial Impact**

Rental Rates are the primary source of revenue for the FT Center.

## **Mission/Policy/Goal**

Responsible for every dollar - good stewards.

## **Attachments**

- I. FT Center 2026 Rates Discussion (June 9, 2025)

## **The Elk River Vision**

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



# **FT Center 2026 Rates Discussion**

*as of 6/9/25*

# ICE

Current (Effective 1/1/2025)

<b>USER</b>	<b>Prime/hr (Sep. 1 – Mar. 31)</b>	<b>Non-Prime/hr (Apr. 1 – Aug. 31) 80% of Prime</b>	<b>ISD 728 School Hours 50% of Bronze Prime</b>
Bronze (Purchased 0+ Hours in FYE 2023)	\$255	\$204	\$128
Silver (2% Prime Discount) (Purchased 200+ Hours in FYE 2023)	\$250	\$184	\$128
Gold (5% Prime Discount) (Purchased 800+ Hours in FYE 2023)	\$242	\$153	\$128

# ICE

Proposed 4% Increase (Effective 1/1/2026)

<b>USER</b>	<b>Prime/hr (Sep. 1 – Mar. 31)</b>	<b>Non-Prime/hr (Apr. 1 – Aug. 31) 80% of Prime</b>	<b>ISD 728 School Hours 50% of Bronze Prime</b>
Bronze (Purchased 0+ Hours in FYE 2024)	\$265	\$212	\$133
Silver (2% Prime Discount) (Purchased 200+ Hours in FYE 2024)	\$260	\$191	\$133
Gold (5% Prime Discount) (Purchased 800+ Hours in FYE 2024)	\$252	\$159	\$133

Comparison List as of **6/9/2025**

# ICE

Arena	Prime Rate	Non-Prime	School Hours	Comments
Delano	\$285	\$255	255*	Prime: \$285/hour Mon- Friday 6a-9p, Sat 7a-9p, Sun 9a-9p Non-Prime \$255/hour. Summer June 1-August 31 Prime \$275/hour Mon - Fri 7a-9p Non Prime - \$255/hour - flexibly on school day rate, if it was for private recreational use, could sell for \$185 but if camp/clinic would sell at non-prime.
Lakeville	\$270	\$170	\$170	2024-25 Rates: Non-prime times include school days 5a-2p and after 10p- also offer fire sale for less than 30 days out \$160/hour. 4/1-9/30 Prime \$194.22 Non-prime (after 10p) \$147.98 Fire \$92.49
Edina (Braemar)	\$277	\$212	\$212	No discussion for 2026 yet- listed are most recent. 9/16-3/15 Have training ice/early morning, daytime, prime, late night and holiday rates. 03/16-09/15 Early morning, off season, late night and tournament ice rates
Plymouth (PIC)	\$265	\$220	\$190	2025 rates 01/01- 03/31 and 09/01-12/31 has prime, non-prime(8a-3p), and early morning rates. 04/01-08/31 is straight \$220 hour- holiday rate of \$285/hour for MLK, Presidents Day, Juneteenth, Veterans Day, Thanksgiving, Xmas Eve- don't have 2026 rates yet
Burnsville	\$280	\$210	\$135	
Bloomington (BIG)	\$265	\$193	\$193	Prime rate applies: September-May between 3-9:30pm M-F and Saturday and Sundays from 6am-9:30pm, June-August : 6am-9:30pm every day of the week Non-prime rate applies: September-May 6am-3pm M-F and after 9:30pm seven days a week, June-August :after 9:30pm 9:30pm seven days a week
Apple Valley	\$265	\$185	\$185	Tournaments are charged at prime rate, and are charged for resurfaces
Andover	\$260	\$185	\$185	During School year - 6a-2:00p is non-prime, 3p onward prime rate.
Blaine (Fogerty)	\$245	\$210	varies	Prime: Sept - March 31 7:30a - 9:30p Non-prime 5:00a- 7:30a /9:30p - 12:00a April 1 - August 1 \$210/hour (Jr team \$100/hour - anyone else \$245)
Blaine (Super Rink)	\$245	\$170	\$170	Rates listed are effective Sept 1, 2025. Non-prime is during school day, all other time is prime. During non-prime-groups of 5 or less \$85.
<b>AVERAGE</b>	<b>\$266</b>	<b>\$201</b>	<b>\$180</b>	



# TURF/HARD FLOOR

Current (Effective 1/1/2025)

<b>USER</b>	<b>Prime/hr</b> (Nov. 1 – Apr. 30)	<b>Non-Prime/hr</b> (May, Sep. Oct.)	<b>ISD 728</b> School Hours	<b>Summer Hours</b> (Jun., Jul., Aug.)
All User Groups	\$180	\$130	\$100	\$85

Proposed Increase (Effective 1/1/2026)

<b>USER</b>	<b>Prime/hr</b> (Nov. 1 – Apr. 30)	<b>Non-Prime/hr</b> (May, Sep. Oct.)	<b>ISD 728</b> School Hours	<b>Summer Hours</b> (Jun., Jul., Aug.)
All User Groups	\$195	\$140	\$100	\$90

- Staff will determine the appropriate scheduling of Turf vs Hard Floor events usage based on prior turf usage and the anticipated time/labor needed to efficiently transition to ensure the transition was economically viable.

# TURF/HARD FLOOR

Comparison List as of **7/31/2025**

Facility	Prime Rate	Non-Prime	School Hours	Summer Rate	Comments
Adrenaline Ramsey	\$195	\$160	\$110	\$120	
Rogers	\$250	\$200		\$100	300ft x 90ft field (prorated to 200x100 ft as comp)
Andover	\$135	\$100			
Hopkins/SLP	\$100				
Brooklyn Park Dome Half	\$195	\$130			
Plymouth	\$243	\$113			
Braemar Field	\$238	\$212	\$84		
Blaine Sports Center Sports Hall	\$165	\$165			
TCO Sports Garden (CCCU fieldhouse)	\$175	\$97	\$97	\$55	
<b>AVERAGE</b>	<b>\$188</b>	<b>\$147</b>	<b>\$97</b>	<b>\$91</b>	

# ROOMS

Current (Effective 1/1/2025)

Room	Current Hourly Rate
Individual Party	\$50
Combined Party	\$95
Individual Meeting	\$60
Combined Meeting	\$110
Flex Space	\$100
Upper Lobby	\$125

- Room rental fees can be waived for events using FT Center catering services with food/beverage order margins exceeding the room rate

Proposed (Effective 1/1/2026)

Room	Proposed Hourly Rate
Individual Party	\$50
Combined Party	\$95
Flex Space	\$100
Overlook Lounge	\$110
Overlook Café	\$125

- A \$25 room rental discount will be provided for every \$100 of FT Center catering services provided.
- One hour base fee cannot be discounted.

# LEASED SPACE

Current (Effective 1/1/2025)

Previously Contracted Phased Rate Increase	Monthly Rate/SQFT
Storage Space	\$1.00
Locker Room/ Office Space	\$1.00
Training Area	\$1.00

New 2025 Rentals	Monthly Rate/SQFT
Lobby (DECA)	\$1.41
Upper Office	\$1.41

Proposed (Effective 1/1/2026)

Area	Monthly Rate/SQFT
Storage Space	\$1.00
Office/Guest Facing	\$1.46

- The lease agreement with iBackCheck established a baseline rate for all other user group space rentals at the FT Center.
- Their lease includes a 3% annual increase.
- 2026 Rate = \$1.46/SQFT  
(\$4,443.85 per month / 3,038 SQFT)

# MISC. Rates

Current (Effective 1/1/2025)

Misc. Rates	Rate
Holiday Rental	No Additional Fee
Event/Game Fee	Varies Previously Included in Squach and ERHS Contracts

Proposed (Effective 7/1/2025)

Area	Monthly Rate/SQFT
Holiday Rental	\$100/Hour
Event/Game Fee	\$35/Hour/Staff

- The Event/Game Fee will cover labor and materials used to support event operations for user groups that desire enhanced experiences through our production crew.
- The Event Production Worker will assist in the delivery of high-quality, engaging, and seamless event experience for fans during hockey games, ice shows, and other events as needed.



# Request for Action

**To**  
Community Event Center Commission

**Item Number**  
7.3

**Meeting Date**  
June 9, 2025

**Prepared By**  
Katie Harstad, Multipurpose Facility Manager

**Item Description**  
Policies and Procedures Update

**Reviewed by**  
Katie Harstad

**Action Requested**  
Discuss updates to the FT Center Policies and Procedures.

**Background/Discussion**  
Several sections are in need of updates. The commission will discuss the scheduling and cancellation sections.

**Financial Impact**  
None.

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

**Attachments**  
I. Complete Policy and Procedure - Proposed Updates 6.9.25

## The Elk River Vision

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

# Furniture and Things Community Event Center Policy and Procedures



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## GENERAL FACILITY USE GUIDELINES

### PURPOSE

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

### DEFINITIONS

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

**FT Center:** Furniture and Things Community Event Center

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

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

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

## HOURS OF OPERATION

### PURPOSE

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

### DEFINITIONS

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

### GENERAL FACILITY HOURS

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

- Peak Season Facility Hours (October – March)

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

Monday – Friday	7:15 a.m. to 4:00 p.m.
Saturday	No set hours - determined by facility use.
Sunday	No set hours – determined by facility use.
Holiday	Refer to holiday schedule.

- Holiday Hours

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

### HOLIDAY HOURS OF OPERATION

Holiday	Day/Date	Proposed Hours
New Year's Day	January 1	As usage dictates
Martin Luther King, Jr Day	3 <sup>rd</sup> Monday in January	7:15 a.m. – 8:00 p.m.
Presidents Day	3 <sup>rd</sup> 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 <sup>st</sup> Monday in September	Closed
Veterans Day	November 11	7:15 a.m. – 8:00 p.m.
Thanksgiving	4 <sup>th</sup> Thursday in November	Closed
	Friday after Thanksgiving	7:15 a.m. – 8:00 p.m.
Christmas Eve	December 24	As usage dictates
Christmas Day	December 25	Closed
New Years Eve	December 31	As usage dictates

### SENIOR CENTER

Operating hours for the senior center are:

Monday – Friday      8:30 a.m. – 4:00 p.m.

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

## RESERVATION PROCEDURES

### PURPOSE

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

### DEFINITIONS

<b>FT Center</b>	Furniture and Things Community Event Center
<b>Facility User:</b>	The individual/group/organization authorized to use the Furniture and Things Community Event Center as shown on the Facility Use Permit.
<b>Facility Use Permit:</b>	Document listing facility rental details agreed upon by Furniture and Things Community Event Center staff and the facility user.
<b>Rental Coordinator:</b>	Furniture and Things Community Event Center staff person assisting the renter/potential renter with facility reservation, this could be The Facility Superintendent, the Assistant Facility Supervisor, or other designated employee.
<b>Resident:</b>	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: <a href="https://pollfinder.sos.state.mn.us/">https://pollfinder.sos.state.mn.us/</a>
<b>Non-Resident:</b>	Any user not residing within the City of Elk River as determined by the Secretary of State: <a href="https://pollfinder.sos.state.mn.us/">https://pollfinder.sos.state.mn.us/</a>
<b>Tentative:</b>	The status of a reservation prior to submitting a payment.
<b>Firm:</b>	The status of a reservation following a payment.

### RESERVATION GUIDELINES

#### Renter Guidelines

- All groups using designated rental spaces at the FT Center must have a firm permit or contracted approval prior to facility use. No casual use is allowed. This includes the Cornerstone Automotive Arena, the Kiser Construction Arena, the turf fieldhouse, the party room(s), the Senior Activity Center, the flex space, the upper lobby, and the meeting room(s).
- One (1) contact person who will be present during the entire event (18 years or older) must be designated to coordinate and confirm all aspects of the rental with an FT Center representative

prior to the event date. This user agrees to pay the City of Elk River for rental of the facilities and amenities listed on the permit and will be responsible for adhering to the reservation times and guidelines for themselves and their guests.

- Organizations with more than one division (i.e. youth athletics) will be required to identify one (1) contact person to schedule the facilities for each division or group within their organization.
- Residents may not reserve the facility for a non-resident.
- Residents must reside in the City of Elk River at the time of the rental.
- Renter cannot sublet, transfer, or reassign the reservation.
- By paying the rental fee, the customer agrees to follow the rules herein.

## General Guidelines

- Renters must comply with all City Ordinances, Minnesota State statutes, and Federal Building Laws for use. Violation of these rules may result in the denial of future use of the FT Center. Denial of use does not exempt violators from possible prosecution under applicable City Ordinances, State, or Federal Laws.
- The FT Center, its grounds, and parking lot are smoke-free and tobacco-free including smoking, chewing, and vaping. The City reserves the right to remove a user or revoke a permit when in violation of the policy.
- Due to the location of the FT Center and the inability to access the building without crossing school district property, the FT Center is a gun-free facility.
- Renter assumes full responsibility for any unlawful act(s) committed in the facilities listed on the user permit during the reservation time.
- Renter must provide adequate adult (18 years or older) supervision of all minors during the event.
- All minors must stay in facilities listed on the user permit during your event.
- Event cannot exceed maximum capacity due to fire safety:
  - Party Rooms- 155
  - Meeting Rooms-134
  - Flex Space- 251
  - Senior Activity Center - 177
  - Upper Lobby-228
  - Fieldhouse-568
- At their discretion, FT Center staff may:
  - Order the removal of any offender.
  - Order immediate removal of all alcoholic beverages from premises.
  - Revoke the rental contract immediately and order all persons from premises.
- No exits, firefighting, or emergency equipment in any area of the facility can be blocked or covered for any reason.
- All electrical equipment must be U.L. (Underwriters Laboratories) approved. If not, it will be removed from the premises.

- Operation of any heater, barbecue, heat producing or open flame device, candles, lanterns, torches, welding equipment, smoke emitting devices or material in the FT Center must have written authorization by FT Center Management. No fog machines allowed.
- If security is deemed necessary by the FT Center, a \$135/hour charge with a 4-hour minimum will be added to the permit fee.
- Animals are prohibited in the facility unless a licensed service animal and/or pre-approved for an exhibit. Renter is responsible for cleaning up all defecation and providing proper cleaning supplies and chemicals for any animals on the property (interior or exterior). The facility user shall be billed for any clean up deemed necessary by FT Center.
- The FT Center is not responsible for any lost or stolen property.
- FT Center Staff cannot store or take responsibility for any of the renter's property including media devices and personal AV equipment.
- If deemed necessary, the FT Center reserves the right to substitute a meeting room other than that stated on the Rental Permit, to minimize conflicts of compatibility, space, and scheduling.

## Fees

- All payments including facility rental, use of amenities, security fees (if required by FT Center), and damage deposit are due in full at the time of booking.
- Fees cover the use of the facilities/amenities according to the hours indicated on the permit only, and do not allow access or admission to public ice/turf programs.
- Rental times must include all set-up/decorating/deliveries and clean up time by the renter and all contracted service providers. Occupancy of the reserved facility after the time indicated on the permit will result in additional rental fees charged to the renter. No items are to be left overnight.
- Fees/Amenities for each rental space include:
  - Ice - includes a clean sheet of ice for the length of time reserved, up to two locker rooms, and hockey nets as needed (must be requested at the time of rental)
  - Fieldhouse - includes use of the fieldhouse and batting cages (for full turf or north end rental- must be requested at the time of rental).
    - Tables and chairs are available to rent for an additional fee.
    - Use/closure of the walking track is not included in fieldhouse rental.
  - Rooms – Tables and chairs allocated for each space, wall mounted tv (where applicable), sink/counter space (where applicable).
    - Additional tables and chairs are available to rent for an additional fee.
    - A/V equipment including podium, microphone, speaker, zoom/cart tv are available to rent for an additional fee.
- Basic assistance with FT Center A/V equipment is included in the rental fee and should be confirmed when placing the reservation. Requests for additional equipment and/or assistance will be an additional expense to the User. FT Center staff cannot assist with A/V equipment not owned by the FT Center.
- Rental spaces with all purchased amenities will be set up and available 15 minutes prior to the time listed on the permit unless previously coordinated with the renter.

## Large Scale Event Guidelines

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

## Decoration Guidelines

- The FT Center does not provide linens, paper products, ice, food storage, serving pieces, dishes, flatware, or décor for events.
- Confetti, pinatas, glitter, bird seed, rice, rose petals, feathers or similar items are not allowed.
- Décor may not be added to the floor, ceiling, or lights.
- Décor may be added to the walls with blue painters' tape (tape not provided by the FT Center), as well as table décor, flowers, and balloons.
- Stick-on table skirts are not allowed.
- Renters may not decorate public areas (bathrooms, entrance, lobby, etc.) without approval from the FT Center.
- Decorations cannot inconvenience any other group.
- Renter is responsible for putting all trash/recycling in the provided receptacles upon completion of rental and for providing coverings to protect furnishings (i.e. table coverings for craft projects with paints, construction requiring adhesives, etc.). Renter shall be billed for any excessive clean up deemed necessary by FT Center.

## Food Guidelines

- Groups of 75 or less may bring food and non-alcoholic beverages. Groups over 75 must have all food/beverage needs met by an approved caterer on the FT Center catering list. Staff members reserve the right to inspect coolers and large containers.
- Renters hosting a large-scale event including but not limited to craft shows, trade shows, vendor shows, expos, etc. who wish to have food service in addition to the FT Center Concession Stand (available as schedule/staffing allows) must work with a caterer on the FT Center's approved caterer list. If the user would like to work with a different caterer, the

caterer must be added to the approved list by submitting the required paperwork/signed contracts available from The Facility Superintendent.

- All alcohol in the FT Center must be purchased from and served by a licensed caterer from the FT Center's approved caterer list. Alcohol must only be served in the spaces listed on a user permit. Minor consumption of alcohol, under the legal 21 years of age, is prohibited. (*MN 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.~~
- Cancellations made more than 45 days prior to the event will incur no financial penalty. Any deposits made will be refunded to the renter.
- Cancellations made 45 days or less before the event will incur a 50% penalty. This will result in the forfeiture of the 50% deposit paid at the time of booking or a bill for 50% of the total amount, due by the original reservation date.
- Cancellations made 14 days or less before the event will incur a 100% penalty. This will result in the forfeiture of all deposits paid or a bill for the full reservation amount.

- All refund requests will be charged a \$10 fee.

## Liability

Renter is responsible for:

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

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

## Insurance Requirements

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

- \$1,000,000 coverage
- Insurance shall include liability for injury, death, and property damage.
- The insurance company must be licensed to do business in the state of Minnesota.
- The FTCenter must be named as an “additional insured” on the policy.

At least (7) seven days prior to the first event scheduled by the renter, the renter must give the FTCenter a certificate of insurance showing the required coverage.

## PRIORITY SCHEDULING

### Ice Rental Priority Scheduling

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

- FT Center programs including but not limited to: Skating Academy ~~&~~ Breakaway Hockey League, ~~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.~~
- FT Center Home Affiliates defined as a user group that rented more than 200 hours of ice from the FT Center in the previous calendar year and qualify for Silver or Gold Level User Ice Rates. These groups are billed after use by the City of Elk River. Home affiliates will receive priority scheduling based on level of play, in the following manner:
  - High School
  - Junior
  - Figure Skating

- Youth
- Outside user reservations on a first-come first-served basis. These groups pay in advance to the FT Center directly. 50% is due at the time of booking. The remaining balance of the ice rental is due 14 days prior to the start of consecutive days of rentals.
- Special Note: Due to the nature of the Furniture and Things Community Event Center operations, there may be a need to coordinate and schedule private, commercial/business or non-resident civic group in advance of the priority scheduling guidelines as outlined above. When staff feel consideration as been given to the previous year's use of a particular area and/or programming needs, these requests will be processed (i.e. Community Room for a private event, conference, training, trade show, special event, etc.).

## Turf Rental Priority Scheduling

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

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

## Room Rental Priority Scheduling

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

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

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

## SPECIAL FEES/DAMAGE DEPOSITS

- A **special use fee** may be required in some events/activities. This fee will be applied to cover unusual, anticipated expenses, such as excessive clean-up, unusual set-up, city holidays, excess electricity utility usage, or phone usage, and/or damage associated with the user's program or events. The special user fee is payable at the time the reservation is made and will be held until it has been determined by the city if any or all the fee was used. Any unused balance will be returned to the user and/or invoiced.
- ~~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.~~
- ~~A. 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.~~~~
- ~~B. Refunds less than 14 days prior to scheduled use are not eligible for a refund.~~
- ~~C. All refund requests will be charged a \$10 cancellation fee.~~
- ~~D. Refunds will not be issued for no shows.~~
- ~~E. 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

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

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

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

- All field house use must be reserved and paid for or approved under contract – no casual use.
- The renter listed on the permit is responsible for the actions of all turf users during the time listed on the permit.
- All minors (under 18) must be under adult supervision throughout the time listed on the permit,
- The fieldhouse will be opened 15 minutes prior to each scheduled event and closed promptly after each rental period ends.
- All fieldhouse users must enter through the front entrance.
- No fieldhouse entry is allowed from the walking track area.
- Only the turf and batting cages (where applicable) are included in turf rental.
  - Turf rental does not include tables or chairs which can be rented for an additional fee.
  - Turf rental does not include use or closure of the walking track.
  - Turf rental does not include use of the north end of the fieldhouse on the opposite side of the white wall.

- Any turf user who wishes to leave equipment in the fieldhouse must have prior permission from the FT Center management on a seasonal basis and does so at their own risk.
- The FT Center is not responsible for any lost or stolen items.
- All ½ turf rentals will have the center divider curtain down.
- Use of batting cages must be requested at the time of rental for full turf or north end turf rentals.
- Only authorized personnel may operate the batting cages/center divider.
- Sunflower seeds are prohibited.
- Food/alcohol consumption (excluding water) in the fieldhouse is not allowed, except with pre-approved or catered events.
- No glass containers are allowed in the fieldhouse.
- Only controlled hitting (bunting or by a coach) is allowed outside of the batting cages.
- Do not throw or hit balls against the fieldhouse perimeter nets, the center divider, or the ceiling.
- Only plastic/rubber cleats are allowed.
- The FT Center does not supply cords for connecting to the fieldhouse sound system, and staff will monitor it's use for noise levels and appropriate content.
- Renters must clean up after themselves.

## **Cancellations and Refunds**

~~F.A.~~ \_\_\_\_\_ All cancellations must be received no less than fourteen (14) days prior to the rental time to be eligible for a refund.

~~G.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.

~~H.C.~~ \_\_\_\_\_ Refunds less than 14 days prior to scheduled use are not eligible for a refund.

~~I.D.~~ \_\_\_\_\_ All refund requests will be charged a \$10 cancellation fee.

~~J.E.~~ Refunds will not be issued for no shows.

~~K.F.~~ \_\_\_\_\_ The user should confirm their reservation by making the following two payments:

- Pay the rental total. This amount is shown on the Facility Use Permit. This payment may be made in the form of cash, check, or Visa/MasterCard/Discover. In all cases, checks may be made out to City of Elk River.
- Damage deposit.



# **FURNITURE — AND — THINGS**

**COMMUNITY EVENT CENTER**

## ***Emergency Procedures Guide***

Furniture and Things Community Event Center

*Furniture and Things Community Event Center*

*1000 School Street*

*Elk River, MN 55330*

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## **EMERGENCY PROCEDURES GUIDE**

To all employees of Furniture and Things Community Event Center,

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

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

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

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

**FOR ALL EMERGENCIES:**

**CALL**

**911**

## **MEDICAL EMERGENCIES**

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

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

## **BOMB THREAT PROCEDURE**

### **(SEE APPENDIX A FOR QUICK GUIDE)**

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

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

10. Provide support: Offer support and resources to those affected by the bomb threat, including counseling and assistance with addressing any emotional or psychological impact.

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

## **EMERGENCY EVACUATION PROCEDURES**

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

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

## **EVACUATION PROCEDURES FOR BOMB THREAT**

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

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

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

- The High School Football Stadium

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

## **DISTURBANCES/HOSTILE SITUATIONS**

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

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

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

## **SMOKE OR FIRE EMERGENCY**

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

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

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

## SEVERE WEATHER

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

### **Blizzard:**

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

### **Tornadoes:**

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

#### ***Tornado Watch***

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

#### ***Tornado Warning***

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

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

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

## **ACTIVE SHOOTER/HOSTILE EVENT**

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

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

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

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

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

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

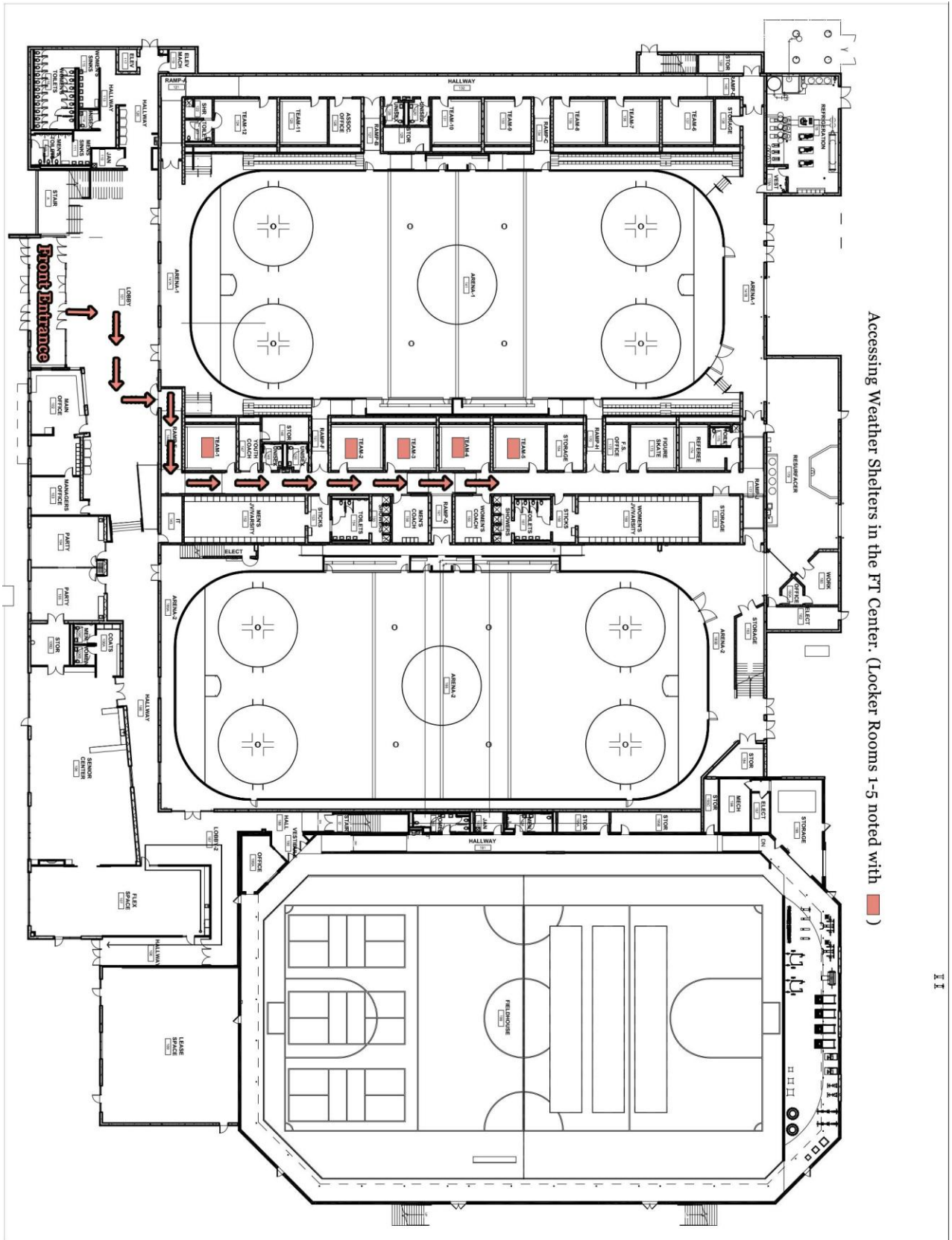
## **AFTER AN ACTIVE SHOOTER/HOSTILE EVENT**

- Follow law enforcement instructions and evacuate in the direction they come from, unless otherwise instructed.
- Keep hands visible and empty.
- Know that law enforcement's first task is to end the incident, and they may have to pass injured along the way.
- Officers may be armed with rifles, shotguns, and/or handguns and may use pepper spray or tear gas to control the situation.
- Officers will shout commands and may push individuals to the ground for their safety.
- Take care of yourself first, and then you may be able to help the wounded before first responders arrive.
- If the injured are in immediate danger, help get them to safety.
- While you wait for first responders to arrive, provide first aid. Apply direct pressure to wounded areas and use tourniquets if you have been trained to do so.
- Turn wounded people onto their sides if they are unconscious and keep them warm.
- Consider seeking professional help for you and your family to cope with the long-term effects of the trauma.

## **KEY ACTIONS DURING A HOSTAGE SITUATION**

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

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



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

## BOMB THREAT PROCEDURES

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

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

If a bomb threat is received by phone:

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

If a bomb threat is received by handwritten note:

- Call \_\_\_\_\_
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call \_\_\_\_\_
- Do not delete the message.

Signs of a suspicious package:

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

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

### DO NOT:

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

### WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

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



V2

## BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER HUNG UP:

PHONE NUMBER WHERE CALL RECEIVED:

### Ask Caller:

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

### Exact Words of Threat:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Information About Caller:

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

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

Other Information:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Request for Action

**To**  
Community Event Center Commission

**Item Number**  
7.4

**Meeting Date**  
June 9, 2025

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

**Item Description**  
Elect Vice Chair

**Reviewed by**

**Action Requested**  
Consider the election of a Vice Chair.

## **Background/Discussion**

Jeb Kotzian previously served as the Commission's Vice Chair. He was not appointed to the new Community Event Center Commission and a new Vice Chair is needed.

**Financial Impact**  
None.

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

**Attachments**  
None

## **The Elk River Vision**

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

