



Community Event Center Commission

Regular Meeting Agenda

Monday, October 13, 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 Regular Meeting 08/11/25 Minutes
 - 3.2 Special Meeting 09/22/25 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
 7. NEW BUSINESS
 8. OLD BUSINESS
 - 8.1 Future of Community Event Center Commission
 - 8.1 2026 Dates and Standing Agenda Items
 - 8.1 Policy/Procedure, Value/Mission Statement
 9. MOTION TO ADJOURN REGULAR MEETING



**Regular Meeting of the
Community Event Center Commission
Held at Furniture and Things Community Event Center
Monday, August 11**

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

Members Absent: Commissioner Mike Beyer

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

Public Present: None

1. Call Meeting to Order

The August 11, 2025 meeting of the Community Event Center Commission was called to order by Chair Westgaard at 6:32 p.m.

2. Consider Agenda

Motion to by Commissioner Hecker and seconded by Vice Chair Walker to approve the August 11, 2025, agenda as presented. Motion passes 3-0.

3.1. June 9 2025 Minutes

Motion by Vice Chair Walker and seconded by Commissioner Hecker to approve the June 9, 2025, minutes as presented. Motion passes 3-0.

4. Open Forum

No one present.

5. Presentations

None

6.1. Financial Report

Mr. Stremcha presented the report, noting the FT Center is up approximately \$65,000 from this time last year. He added the FT Center ended 2024 with a surplus however over the next few months, as the bills come through for the fieldhouse renovation, we will see our balance go down.

Motion by Commissioner Hecker and seconded by Vice Chair Walker to approve the financial report as presented. Motion passes 3-0.

6.2. Manager's Report

Ms. Harstad presented the report.

Motion by Vice Chair Walker and seconded by Commissioner Hecker to approve the Manager's Report as presented. Motion passes 3-0.

7.1. 2026 Budget

Ms. Harstad presented.

Chair Westgaard inquired about the timeline for the fieldhouse renovation and if anything will be added to the concrete (court lines, etc) before the turf is reinstalled.

Ms. Harstad replied the concrete will be done in September, and the turf will be reinstalled by the end of October, adding because the concrete will be used as event space, there will not be any court lines on the concrete itself, however depending on the budget, we may be able to purchase some sport court.

Motion by Commissioner Hecker and seconded by Vice Chair Walker to recommend approval of the 2026 budget to City Council. Motion passes 3-0.

7.2. Future of Community Event Center Commission

Chair Mike Westgaard and Commissioner Hecker noted Commissioner Beyer should be part of any discussions about the future of the CECC, which would currently move the discussion to the regularly scheduled October meeting.

Mr. Stremcha noted a special meeting could be called as well.

Motion by Vice Chair Walker and seconded by Commissioner Hecker to call a special meeting on September 10 between 4p-6p or September 22 at 6:30 p.m. subject to Commissioner Beyer's availability and preference. Motion passed 3-0.

8.1 Field House Improvements

Ms. Harstad presented the report.

Motion by Vice Chair Walker and seconded by Commissioner Hecker to approve the Fieldhouse Improvements report as presented. Motion passed 3-0.

9. Motion to Adjourn Regular Meeting

Motion by Commissioner Hecker and seconded by Vice Chair Walker to adjourn the meeting of the Community Event Center Commission. Motion carried 3-0.

The meeting was adjourned at 7:24 p.m.



Minutes prepared by Laura Estby.

Mike Westgaard, Chair

Tina Allard, City Clerk





Request for Action

To
Community Event Center Commission

Item Number
3.2

Meeting Date
October 13, 2025

Prepared By

Item Description
Special Meeting 09/22/25 Minutes

Reviewed by
Katie Harstad
Joe Stremcha

Action Requested

Background/Discussion

Financial Impact

Mission/Policy/Goal

Explain how this meets the city's mission, current policies and/or council goals

Attachments

- I. 092225 Special Meeting minutes

The Elk River Vision

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





**Special Meeting of the
Community Event Center Commission
Held at Furniture and Things Community Event Center
Monday, September 22, 2025**

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

Members Absent: None

Staff Present: Community Event Center Manager Katie Harstad, Assistant Manager Jen Katke, Administrative Assistant Laura Estby

Public Present: None

I. Call Meeting to Order

The September 22, 2025, meeting of the Community Event Center Commission was called to order by Chair Westgaard at 6:36 p.m.

2.1 Future of the Community Event Center Commission

Chair Westgaard noted the past few meetings, members of the CECC have discussed what FT Center staff needs and if the commission is helpful.

Ms. Harstad replied BRE (Business Retention and Engagement) meetings have changed how we do business. Staff get direct feedback from user groups instead of through a rep. Completing a certain number of BREs has been added to our budget to be completed annually.

Commissioner Hecker inquired if the user groups are allowed to make any decisions?

Ms. Harstad replied no. They provide feedback, and some decisions are made by Business Services Director Joe Stremcha, others would go to council.

Commissioner Beyer noted the City Council receives financial updates on the FT Center on a monthly basis.

Commissioner Hecker added the Commission used to make decisions to help run the facility, but recently haven't been doing a lot of advising but inquired if neutral citizen group oversight would still have value?

Chair Westgaard noted in the beginning, the CECC was inventing something, but now the facility is running on formula adding the commission still has an empty position, and few people attend open forum.

Vice Chair Walker added she is receiving fewer questions about how things are run.

Commission Beyer responded he sees the commission as a citizen, a commission member, and a council member. The commission was needed in the beginning for startup, and then the FT Center ran into problems. City Council helped with ARPA funding and made staffing changes adding issues came up for ice rates, which the council has now taken over. Now Joe has been hired and the facility is doing well. He expressed concerns about staff members leaving or if users are uncomfortable

speaking with staff, he sees benefit in continuing to have a commission, so the public has someone to reach out to. He also noted the disparity between a FT Center needing a commission when the liquor store doesn't have one, adding he can see both sides.

Chair Westgaard noted meetings need to be less of a burden for staff, adding he is not getting feedback from the public

Ms. Harstad added she receives very little feedback from the commission.

Commission Beyer suggested cutting back on the number of meetings, taking out the staff report, and focusing on financials – adding he could meet earlier in the evening if needed.

Chair Westgaard inquired about the commission getting an email each month with the financial info and any “big news” and only meeting in April and October adding if we keep the commission it gives us the options to call special meetings as needed.

Vice Chair Walker and Commissioner Hecker both noted they are willing to help the facility anyway needed.

Commissioner Beyer requested the packet be sent with a meeting notice beginning next year and at the October meeting the commission can finalize the structure for future meetings and cancel the meeting in December.

3. Motion to Adjourn

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

The meeting was adjourned at 7:25 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
October 13, 2025

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

Item Description
Financial Report

Reviewed by
Joe Stremcha

Action Requested
Discuss the year-to-date financial report.

Background/Discussion

FT Center expenditures of \$1,360,546 exceeded revenues of \$1,195,110 by \$165,436 through the end of September 2025. In 2024, the year-to-date budget deficit was \$202,211. Note that the YTD capital outlay expense is \$114,801. This is primarily our planned capital improvements in the Field House. Removing the YTD capital outlay expenses from the 2024 and 2025 September financials for an operational comparison shows significant signs of improvement year-over-year:

- 2024 YTD Operational Deficit: \$183,624
- 2025 YTD Operational Deficit: \$50,635

Financial Impact
None.

Mission/Policy/Goal
Responsible for every dollar - good stewards.

- Attachments**
1. FT Center Financials (September 2024 YTD)
 2. FT Center Financials (September 2025 YTD)

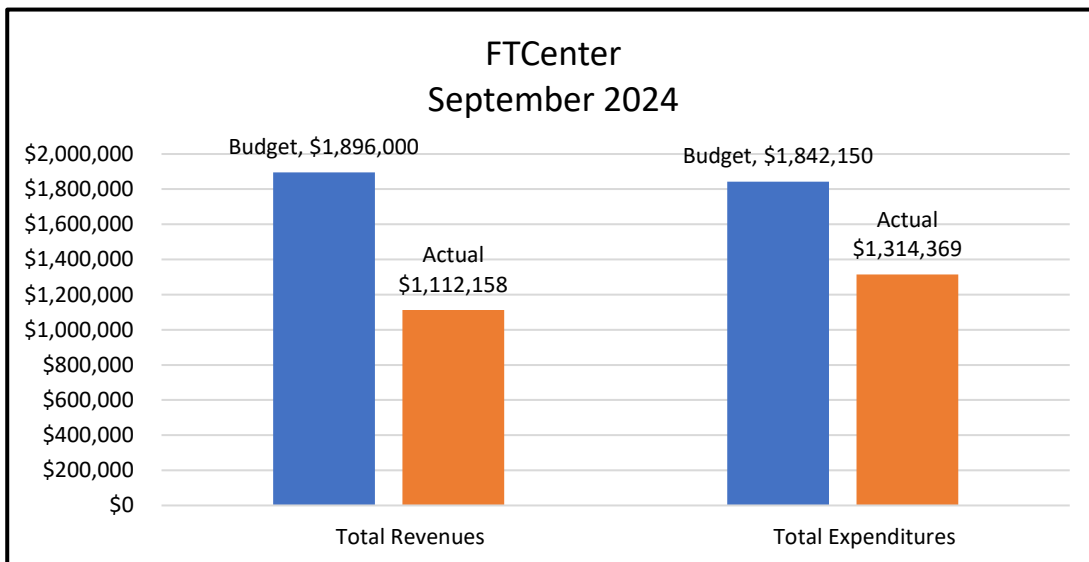
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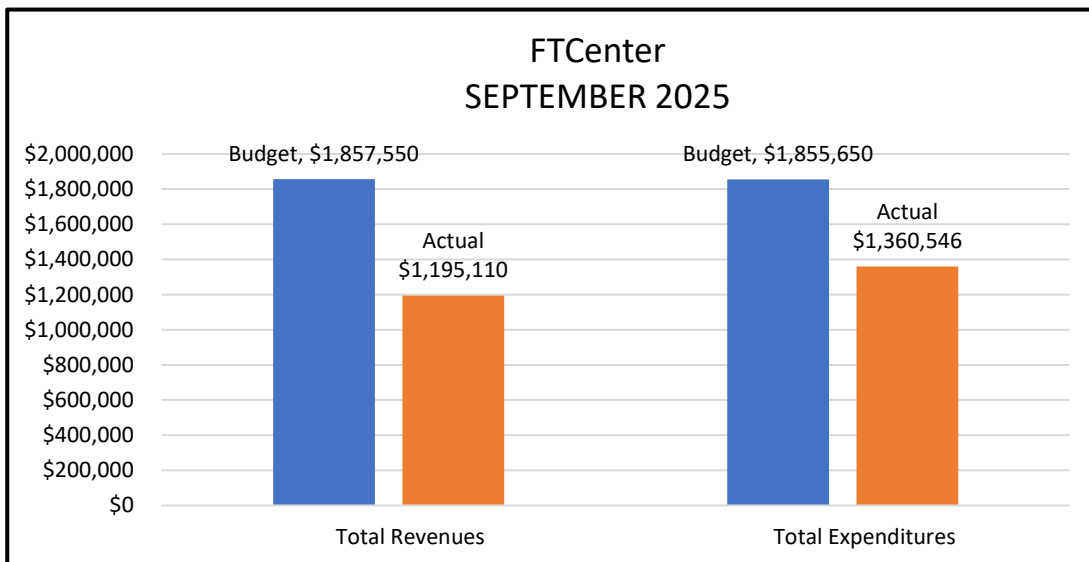
**CITY OF ELK RIVER
MULTIPURPOSE FACILITY - BUDGET TO ACTUAL
MONTH ENDED SEPTEMBER 30, 2024**

	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)	



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

	Current Budget	Year to Date Actual	% of Budget
Revenues:			
Ice Rental	\$861,000	\$494,001	57.38%
Admissions	6,000	10,493	174.89%
Dry Floor Events/Craft Shows	0	3,672	0.00%
Facility Rental	245,400	166,572	67.88%
Advertising/Naming Rights/Sponsorships	192,550	151,913	78.90%
Recreation fees (Skating/Hockey)	160,000	119,357	74.60%
Concessions/catering/vending	363,000	229,486	63.22%
Other Revenues (interest, etc.)	29,600	19,615	66.27%
Total Revenues	\$1,857,550	\$1,195,110	64.34%
Operating expenses:			
Personal services	\$930,900	\$669,336	71.90%
Supplies	197,550	142,415	72.09%
Other service charges	585,450	433,994	74.13%
Capital Outlay	141,750	114,801	80.99%
Total Expenditures	\$1,855,650	\$1,360,546	73.32%
Revenues over/(under) expenditures	\$1,900	(\$165,436)	





Memorandum

Item: 6.2

To: Community Event Center Commission

From: Community Event Center Manager Katie Harstad

Date: October 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

- Part Time Event Production Workers, Café Workers, Maintenance Workers were onboarded

BRE Visits (Business Retention & Engagement)

- Elk River Youth Softball Association - September 9, 2025
- Elk River Youth Baseball Association - September 9, 2025
- Elk River High School Hockey Booter Clubs & Coaches - September 25, 2025
- Elk River High School Hockey Booter Clubs & Coaches - October 1, 2025
- Elk River High School Business Services - October 6, 2025

Past and Upcoming Noteworthy Events

- Taste of Elk River on August 13, 2025 (Dry Floor & Café Rental)
- Minnesota Bully Extravaganza August 15-16, 2025 (Dry Floor Rental)
- Minnesota Municipal Cannabis Coalition on August 26, 2025 (Lounge Rental +Catering)
- Minnesota Hockey Tier 1 Tournaments and Showcases three weekends in September of 2025
- City of Elk River Employee Appreciation on September 17, 2025 (Café Rental + Catering)
- Fall Makers Market on October 4, 2025 (FT Center Hosted Event in The Yard)
- Elk River Chamber of Commerce Business Awards Luncheon October 14, 2025 (Café Rental + Catering)

Facility Issues & Updates

- Sound System has a new speaker that is in disrepair. A tech was out to investigate on October 8, 2025.
- Lighting System will be investigated by a Davis and Associates technician on October 27, 2025.
- Exterior Fence Damage caused by a semi delivery driver has been repaired.
- The Field House Updates
 - Turf was rolled up and is being stored on-site September 2-5, 2025
 - Class 5 was removed, and Concrete was poured September 18-24, 2025
 - Turf will be reinstalled with hook and loop seems beginning October 20, 2025
 - Replacement entry doors and new entrance doors through quotes and onto scheduling
 - Track system with curtain surround in quoting



Request for Action

To
Community Event Center Commission

Item Number
8.1

Meeting Date
October 13, 2025

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

Item Description
Future of Community Event Center Commission

Reviewed by
Joe Stremcha

Action Requested

Recommend, by motion, the City Council make changes to the Community Event Center Commission ordinance as follows:

- Commission will generate a list of recommended changes through continued discussion.

Background/Discussion

A Community Event Center Commission Special Meeting was held on September 22, 2025, to discuss the future of the CECC. There was not a motion or specific recommended changes to the ordinance. Commission Chair Mike Westgaard will attend the City Council Work Session on October 20 to present the recommended changes.

Financial Impact

None.

Mission/Policy/Goal

Work with citizens to achieve goals.

Attachments

1. MPFAC ORDINANCE
2. Bylaws as of 100925

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Ordinance 25-09

An Ordinance Amending Chapter 2, Division 4, Multipurpose Facility Advisory Commission of the City of Elk River, Minnesota, City Code

The City Council of the City of Elk River does hereby ordain as follows:

SECTION 1. That §2-250. Established of the City of Elk River Code of Ordinances shall be amended as follows:

There is hereby continued, as heretofore created, a community event center commission.

SECTION 2. That §2-251. Membership of the City of Elk River Code of Ordinances shall be amended as follows:

The commission shall consist of five members appointed by the council to include:

- (1) A city resident and member in good standing of the Elk River senior center.
- (2) A sitting member of the city council.
- (3) Three at-large residents of the community with preference given to city residents, but residency by itself shall not be disqualified.

Up to two representatives do not need to be residents of the City of Elk River, but at least one of them must own a business or work (full-time) within the city limits while serving on the commission at any one time.

SECTION 3. That §2- 252. Purpose of the City of Elk River Code of Ordinances shall be amended as follows:

The commission shall set goals and expectations for the community use and enjoyment of the community event center. The commission shall seek community input regarding the use and development of the facility and make recommendations to the city council to protect and preserve the facility as an asset to the community. The commission shall recommend an operational budget and capital plan that meets or exceeds the goals, values, and vision of the facility.

SECTION 4. That §2- 253. Powers and Duties of the City of Elk River Code of Ordinances shall be amended as follows:

The community event center commission authority shall include, but not be limited to, the study and recommendation to the city council on the following:

- (1) Review the value and mission statement annually and amend as so desired.
- (2) Serves as a conduit to the public to gain feedback on the effectiveness of the facility and services provided. Holds at least one annual public hearing to receive community comments regarding the operation, use, and future development of the facility.
- (3) Develop an annual report on the outcomes and activities of the facility to the city council.

- (4) The commission shall review facility rental rates annually and recommend a fee schedule to the city council for incorporation into the annual budget.
- (5) The commission shall recommend a budget that balances facility revenue and expenses. The budget will include projected revenue, expenses, transfers, and capital improvements. The budget shall be completed no later than November 1 of each year.
- (6) The commission shall annually provide a draft capital improvement plan to the city council that includes capital replacements, repairs, and additions. The plan shall project improvements over a rolling ten-year period. The capital plan shall be completed no later than November 1 of each year.
- (7) The commission shall review and recommend operational policies for the facility and review all policies at a minimum every two years.

SECTION 5. That §2- 254. Meetings of the City of Elk River Code of Ordinances shall be amended as follows:

The commission shall meet regularly at such time and place as established per their bylaws. The sitting council member is excluded from holding chair or vice chair positions.


SECTION 6. That this ordinance shall take effect upon adoption and be published as provided by law.

Passed and adopted by the City Council of the City of Elk River this 19th day of May, 2025.



John J. Dietz, Mayor

ATTEST:



Tina Allard, City Clerk

CITY OF ELK RIVER
MULTIPURPOSE FACILITY ADVISORY COMMISSION BYLAWS

ARTICLE I – MISSION, VISION, AND VALUES

- Section 1. Mission. The mission of the Commission is to provide an environment of diverse and inclusive activities with opportunities that contribute to the wellbeing of all by listening to the needs and desires of the greater Elk River community. Respecting our past, serving the present, and preparing for tomorrow.
- Section 2. Vision. The vision of the Commission is to provide an inclusive and accessible facility, incorporating sustainable practices, while creating opportunities that foster pride in our community and a commitment to quality of life.
- Section 3. Values. The Commission is committed to responsible stewardship of the facility through integrity, innovation, and teamwork.

ARTICLE II – COMMISSIONERS

- Section 1. Chairman. The chairman shall preside at all meetings of the Commission and perform duties as presiding officer. The chairman shall be elected at the first meeting of each calendar year.
- Section 2. Vice-chair. The vice-chair shall perform the duties of the chair in the absence of the chair. In the event that a vacancy of the chair occurs, the vice-chair shall become chair for the remainder of the vacant term. The vice-chair shall be elected at the first meeting of each calendar year.
- Section 3. Secretary. The secretary shall prepare the minutes of the commission. The secretary shall be elected at the first meeting of each calendar year.
- Section 4. Vacancies. Should the office of chair and vice-chair become vacant at the same time, the Commission shall elect successors at the next regular meeting, or at a special meeting called for such purpose, and such elections shall be for the unexpired terms of each office.

ARTICLE III – MEETINGS

- Section 1. Regular Meetings. Commission meetings shall be held at the facility at 6:30 p.m. on the second Monday of each of the following months: February, April, June, August, October, December. Meetings are subject to Minnesota Open Meeting Law.
- Section 2. Special Meetings. Special meetings may be called by the chair or by a simple majority of the sitting commission.
- Section 3. Attendance. Commission members shall attend all regular and special meetings. A commissioner shall be expected to maintain a suitable attendance record. Attendance requirements are outlined in the Advisory Board and Commission Policy. The Commission shall review attendance requirements at the first meeting of each year.

- Section 4. Quorum. Five members of the Commission shall constitute a quorum for the purpose of conducting business and exercising the duties of the Commission, provided that a smaller number may adjourn from time to time until a quorum is present.
- Section 5. Order of Business. At meetings of the Commission, the following shall be the order of business:
- a. Call to Order
 - b. Approval of the Agenda
 - c. Approval of Minutes
 - d. Open Forum
 - e. Reports
 - f. New Business
 - g. Old Business
 - h. Adjournment
- Section 6. Rules of Order. The meetings of the Commission shall be governed by the most recent edition of Robert's Rules of Order unless such Rules are suspended by consent of the Commission.

ARTICLE IV – DUTIES AND FUNCTIONS

- Section 1. The Commission shall serve in an advisory capacity to the City Council on facility matters and make recommendations on facility usage and management.
- Section 2. Maintain an interest in and an understanding of the function and operation of the facility.
- Section 3. Endeavor to secure a full understanding of the city's needs and desires for the facility.
- Section 4. The Commission shall perform the specific duties and functions as defined in Elk River City Ordinance No. 20-06, § 2.

ARTICLE V – AMENDMENT OF BYLAWS

- Section 1. These bylaws may be altered or amended by a majority vote of the sitting Commission with the exception of items stipulated in the City Code of Ordinances which require City Council action.

**Meeting Dates and Standing Agenda Guidelines
Multipurpose Facility Advisory Commission
2025**

<p style="text-align: center;">February 10, 2025 6:30 p.m. FT Center</p>	<ul style="list-style-type: none"> • Election of board positions • Re-examine by-laws if needed and review the goals and projects recommended and budgeted for by the City Council • Approve all policies for the facility (Operational/Ice/Turf/Rooms)
<p style="text-align: center;">April 7, 2025 Following City Council Meeting City Hall</p>	<ul style="list-style-type: none"> • Public annual hearing to receive community feedback • Review major user contracts – update for next season • Review facility rental rates recommend a fee schedule for incorporation into the budget. (Ice/Rooms/Turf)
<p style="text-align: center;">June 9, 2025 6:30 p.m. FT Center</p>	<ul style="list-style-type: none"> • Review draft capital improvement plan to the city council that includes capital replacements, repairs, and additions. The plan shall project improvements over a rolling ten-year period. • Review preliminary budget - balancing facility revenue and expenses. The budget will include projected revenue, expenses, transfers, and capital improvements.
<p style="text-align: center;">August 11, 2025 6:30 p.m. FT Center</p>	<ul style="list-style-type: none"> • Review FT Center budget • Review Advertising and naming rights revenue from previous year.
<p style="text-align: center;">October 13, 2025 6:30 p.m. FT Center</p>	<ul style="list-style-type: none"> • Develop and provide a verbal annual report on the outcomes and activities of the facility to city council.
<p style="text-align: center;">December 8, 2025 6:30 p.m. FT Center</p>	<ul style="list-style-type: none"> • Approve meeting dates for next year • Review all policies for the facility. (Operational/Ice/Turf/Rooms) • Review value/mission statement and a mission statement for the commission amend as needed.

**Meeting Dates and Standing Agenda Guidelines
Multipurpose Facility Advisory Commission
2026**

Furniture and Things Community Event Center Policy and Procedures



Table of Contents

General Facility Use Guidelines 3
Hours of Operation 4
Reservation Procedures 6
Priority Scheduling..... 12
Ice User Guidelines 13
Turf User Guidelines 14
Emergency Procedures Guide.....17-29

GENERAL FACILITY USE GUIDELINES

PURPOSE

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

DEFINITIONS

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

FT Center: Furniture and Things Community Event Center

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

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

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

HOURS OF OPERATION

PURPOSE

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

DEFINITIONS

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

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

GENERAL FACILITY HOURS

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

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

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

- **Holiday Hours**

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

HOLIDAY HOURS OF OPERATION

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

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

SENIOR CENTER

Operating hours for the senior center are:

Monday – Friday 8:30 a.m. – 4:00 p.m.

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

RESERVATION PROCEDURES

PURPOSE

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

DEFINITIONS

FT Center Furniture and Things Community Event Center

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

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

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

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

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

RESERVATION GUIDELINES

Renter Guidelines

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

General Guidelines

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

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

Fees

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

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

Large Scale Event Guidelines

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

Decoration Guidelines

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

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

Food Guidelines

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

Music, Audio and Entertainers

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

Clean Up

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

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

Damages

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

Cancellations and Refunds

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

Liability

Renter is responsible for:

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

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

Insurance Requirements

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

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

PRIORITY SCHEDULING

Ice Rental Priority Scheduling

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

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

Turf Rental Priority Scheduling

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

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

Room Rental Priority Scheduling

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

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

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

SPECIAL FEES/DAMAGE DEPOSITS

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

ICE USER GUIDELINES

PURPOSE

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

DEFINITIONS

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

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

Firm: The status of a reservation following a payment.

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

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

TURF USER GUIDELINES

PURPOSE

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

DEFINITIONS

FT Center Furniture and Things Community Event Center

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

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

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

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

Cancellations and Refunds

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



FURNITURE — AND — THINGS

COMMUNITY EVENT CENTER

Emergency Procedures Guide

Furniture and Things Community Event Center

Furniture and Things Community Event Center

1000 School Street

Elk River, MN 55330

Table of Contents

Introduction	19
Accidents/Medical Emergencies	20
Bomb Threats	21
Evacuation	22
Disturbances/Hostile Confrontation	23
Smoke or Fire Emergency	24
Severe Weather	25
Active Shooter	25
Severe Weather Shelter Map.....	28
Bomb Threat Checklist.....	29

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:

Furniture and Things Community Event Center Mission

Provide an environment of diverse and inclusive activities with opportunities that contribute to the wellbeing of all by listening to the needs and desires of the greater Elk River community. Respecting our past, serving the present and preparing for tomorrow.



Furniture and Things Community Event Center Vision

An inclusive and accessible facility, incorporating sustainable practices, while creating opportunities that foster pride in our community with a commitment to quality of life.