



ECMN 1101 W. Broadway Use Agreement & Short Term Space Use & Booking Policy

We're glad you've chosen the 1101 W Broadway Building for your event. In order to confirm the details of your space use needs, we ask you to complete and sign this form. It is not until this form has been completed and signed and the donation/fee has been paid that access will be granted to the requested spaces.

Neighbor/Group Name: _____

Main Contact for the Reservation:

Name (printed): _____

Signature: _____

Email: _____

Best daytime phone: _____

Reservation Details:

Date (s) of usage: _____

Start time: _____ End time: _____

Spaces to be used: _____

Notes: _____

Fee for this Use Agreement: \$ _____ Write check to: "Trustees of the Episcopal Church in Minnesota"

Booking Fee

Refundable Security Deposit (Gathering Space Only): \$100 cash only

Enmegahbowh (10-15 people): Donation Based

Whipple (20-25 people): \$5/Hour

Gathering Space (up to 100 people): \$10/Hour

ECMN Faith Communities fees waived

Payment can be completed by cash, check, or online. Cash/check payments can be sent by mail or delivered in person during business hours (drop in mailbox if after hours). For Enmegahbowh donations or any other online payments please [donate by clicking here](#). Donations are used to continue to keep the building open and available for awesome folks like yourself doing great work in the world. Please keep in mind events are not placed on the schedule until a rental form is completed and turned in. If a payment/donation is not scheduled to be sent/ dropped off or confirmed by the week of the event it will be removed from the schedule. Security deposits must be paid before the event occurs. All security deposits will be refunded at the end of each event given that all rules for the space have been followed and no damages have occurred. The person who signs this form will be the only point of contact for this rental. This means the same person to complete/submit the rental form must be the same person to make all payments or changes/cancellations regarding that rental unless an emergency occurs.

ECMN Reserves the Right to Cancel or Reject a Booking for:

- Personal use such as graduation parties, baby showers, etc., including ECMN entities and residents/businesses of 55411;
- Neighbors whose work or philosophy is contrary to the Episcopal Church's theological beliefs, including but not limited to promoting or engaging in discrimination, hate speech etc.;
- Neighbors who book space but do not show up to use it and/or cancel 10 days prior.

ECMN Reserves the Right to Cancel Booking

While unlikely, in the event of an emergency or unforeseen circumstance, ECMN reserves the right to cancel a booking. Should this become necessary, the neighbor will be notified as soon as possible.

Questions: Cyndell W., cyndell.w@episcopalmn.org, 612-870-3323

What you should know:

- ECMN is a secured building with programmable internal and external doors. External door on Emerson Ave. will be open automatically during business hours. All other doors are set to open and close at the time requested on rental form. Set up and Tear down should be included in the time requested. Contact the Missioner for Administration to request alternative arrangements.
- [Directions to the building, parking lot, and main entrance](#)
- Catering: Each space is equipped with a refrigerator, a sink, a microwave, and water/coffee supplies. You are always welcome to bring your own food, or to have food delivered. We do not have preferred caterers, but we recommend the following neighborhood establishments:
 - [Sammy's Avenue Eatery](#)
 - [Breaking Bread](#)
 - [Broadway Pizza](#)
- Supplies: Please bring or have your caterer provide all supplies needed for your meeting/event outside of tables and chairs. If you do need tables or chairs please include that in the notes section.
- A/V: Each space has Wifi, a whiteboard, and technology to project. Wifi access information and directions for using technology are provided in the space. Please do not take or move Wifi info from the space. Sound system and microphone is available by request for gathering space. If that is something you are interested in, please include that in the notes section.
- The cutoff time for all rentals is 9pm. (This does not apply to ECMN tenant events)

Expectation of space use:

See ECMN Neighbor Short Term Space Use & Booking Policy" for full expectations (below). If expectations are not met, ECMN may cancel future bookings and/or decline future bookings.

It is imperative that the space be left clean. "Clean" is:

- Tables and chairs returned to standard layout (see photos in space);
- All used surfaces including kitchen are wiped down;
- Coffee jugs and baskets, if used, are emptied;
- Trash emptied and taken to dumpster if full. Please be courteous of both the maintenance team and the events scheduled after you by emptying any full/overflowing trash and replacing bags at the end of your time in space. Failure to do so can result in future rentals being denied/canceled and customers billed for cleaning services.
- No helium balloons. Regular balloons are fine.
- ANY ITEMS THAT COME WITH YOU MUST LEAVE WITH YOU. Please be courteous of both the maintenance team and the events scheduled after you by collecting all of your decorations, props, food, and belongings at the end of your time in the space. Failure to do so can result in future rentals being denied/canceled and customers billed for cleaning services. Pictures are located on site and our website to cross reference how spaces should be left.

ECMN - Short Term Space Use & Booking Policy

ECMN's building at 1101 W. Broadway was designed with the intention of partnering with our neighbors¹ who are in the early stages of creating a program, non-profit, or business, or those needing space to host an event that will serve the neighborhood. It is our desire to partner with the whole community by providing one-time or short-term affordable space. These guidelines have been developed to support this intent.

The following ECMN spaces are covered by this policy: Whipple, Gathering Space, Enmegahbowh.

Short Term Use

Short Term Use varies based on needs and considers factors such as the number of hours, days, weeks and/or months of use. Please email our property manager, Cyndell W.; for reoccurring short-term space rental to discuss consistent access to space and flat rate pricing for monthly or weekly meetings/events.

Clean Space

Neighbor will leave the space clean. If space is not left clean, ECMN may cancel future bookings and/or decline future bookings. "Clean" is:

- Tables and chairs returned to standard layout (see photos in space);
- All used surfaces including kitchen are wiped down;
- Soiled table cloths are placed in hamper and clean tablecloths (located in Storage Closet) placed on tables;
- Coffee jugs and baskets, if used, are emptied;
- Trash emptied and taken to dumpster if full. Please be courteous of both the maintenance team and the events scheduled after you by emptying any full/overflowing trash and replacing bags at the end of your time in space. Failure to do so can result in future rentals being denied/canceled and customers billed for cleaning services.
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No Alcohol or Illegal Substance Use

Alcohol and illegal substances may not be served or consumed on site.

No Guns or Weapons

Guns and other weapons are not allowed on site.

Policy date: Jan. 2023

¹"Neighbors" defined as community groups, community events, local nonprofits located in zip code 55411

