



**250 South Jefferson Street  
Basement of Court House  
East Entrance, down stairs to the left  
Redwood Falls MN 56283**

## **Community Use Guidelines for Technology Training Facility**

**Redwood Connect** encourages the citizens of Redwood County to utilize this facility. To ensure the efficiency and care of this facility, **Redwood Connect** has developed the following regulations. Your cooperation is needed to implement these policies.

### **Rules:**

- All local and state ordinances and laws pertaining to the use of public buildings and/or facilities must be observed.
  - Gambling, drinking and possession of intoxicants are prohibited.
  - No tobacco products.
  - All police and fire ordinances and laws must be observed.
- Items may be placed on walls or windows providing no damage is done. Anything placed on walls, or windows must be removed at the end of session. If not, house cleaning fees will be applied.
- County IT Staff will need four days' notice of any special setup for the Training Facility.
- Long term usage (over five days) will need approval from County IT Staff.

### **Rental Group Classification and fee schedule:**

- Group 1
  - County Staff & Community Education
    - No rental fee.
- Group 2
  - Non Profit
    - \$5.00 per hour with \$25.00 daily max fee.
- Group 3
  - Local Community
    - \$10.00 per hour with \$40.00 daily max fee.
- Group 4
  - Local Commercial and Businesses
    - \$15.00 per hour.

### **Equipment provided:**

- Instructor PC

- 12 Student PC's
- Wi-Fi
- Display Screen with White Board/Smart Board capabilities
- Shared Printer/Copier
- Keypad entry

**Redwood Connect  
Training Facility Use Application/Reservation Form**

Date(s) Desired: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Person Responsible: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact number: \_\_\_\_\_

Time would like to enter building: \_\_\_\_\_

Time activity **Starts**: \_\_\_\_\_

Time activity **Ends**: \_\_\_\_\_

Group rate (1, 2, 3, or 4): \_\_\_\_\_

**PLEASE READ AND SIGN:**

This application is subject to emergency conditions and restrictions that might later be imposed by events beyond our control. In accepting this application, said party agrees to conform to the rules and regulations as issued by **Redwood Connect**. The individual or organization making use of any County facility shall agree to indemnify the County for any and all damage to the training facility or other property by any person or persons attending the activity, and likewise the County against all liability and all damages to any person or persons for injuries, including death. Responsibility for loss, breakage, or need of repair, of any equipment rests solely with the person in charge, who will report same to Redwood County IT, 403 South Mill Street, Redwood Falls, MN 56283, or call County IT at 507-637-1134.

Person Responsible (Signature) \_\_\_\_\_ Date: \_\_\_\_\_

Person Responsible (Phone) \_\_\_\_\_

Return to: [Paul\\_P@Co.Redwood.MN.US](mailto:Paul_P@Co.Redwood.MN.US) or Paul Parsons, Redwood County IT, PO Box 130, 403 South Mill Street, Redwood Falls MN 56283