



# **Request for Proposals St. Louis County, MN**

## **Specifications for: Leasing Opportunities at the St. Louis County Depot**

Solicitation # 1000232

**Due: August 11, 2025  
1:00 PM CT**

St. Louis County - Purchasing Division

At the AP Cook Building on  
2503 Rice Lake Road, Duluth, MN 55811

## **Required Securities**

N/A

St. Louis County | Purchasing Division

[Purchasing@stlouiscountymn.gov](mailto:Purchasing@stlouiscountymn.gov)

(218) 726-2666

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## Section A – Proposal Instructions and Requirements

### PROPOSAL HANDLING PROCESS

1. The Purchasing Division of St. Louis County, Minnesota (hereinafter the “County” or “Owner”), invites Proposals in hard and electronic copy format. Proposals to be received in hard copy must be mailed or delivered in a sealed envelope or package and attach the label at the end of this document attached.
2. Proposals must be received prior to the public opening on August 11, 2025, at 1:00:00 PM CT.
3. Proposals will be opened at St. Louis County Purchasing Division, 2503 Rice Lake Road, Duluth, MN 55811, at 1:00 PM CT, on Monday, August 11, 2025. Official Deadline will be the close of DemandStar clock. Any proposal received after the time and date specified may not be considered. Proposals will be opened publicly in a manner to avoid public disclosure of contents. Only the names of the Responders will be read aloud. Proposals shall remain valid for **sixty (60)** consecutive calendar days from the date opened.

### VIRTUAL PUBLIC OPENING INFORMATION

4. The St. Louis County Purchasing Division invites you to attend the Proposal Opening virtually, via Microsoft Teams. Please note that all requirements of this Request for Proposals must be completed and received prior to the Proposal Opening. No documents will be accepted from Responders within or during the Virtual Meeting.
5. This meeting may be accessed via your computer or mobile app:
  - 5.1. Click here to join the meeting:  
<https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting>  
  
Meeting ID: **232 043 246 649 8** | Passcode: **mZ7593fU**
  - 5.2. Select the join the meeting link above to be taken to an internet page where you can choose to either join on the web or download the desktop app. If you already have the Teams app, the meeting will open there automatically.
  - 5.3. If you do not have a Teams account please select “Continue on this browser”, where no download or installation is required. You may be prompted to set up your camera and/or microphone, neither are required for you to attend this meeting. Should you receive a prompt to allow or block, either may be chosen.
  - 5.4. If *you choose to allow audio video*, it will automatically bring you to the “Join now” screen. Should you choose to, you may adjust your audio/visual settings prior to entering the meeting via the “Join now” button.
  - 5.5. If *you choose to block audio/video*, a new prompt will come up on the screen, select “Continue without audio or video”, it will then bring you to the “Join now” screen. Should you choose to, you may adjust your audio/visual settings prior to entering the meeting via the “Join now” button.

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## Section A – Proposal Instructions and Requirements

### CONTRACT DOCUMENTS

6. It is understood and agreed that this Request For Proposals (RFP), Exhibits, any addenda issued by the County, the signed and sealed Proposal Form, signed Purchase Order, and Lease Contract shall collectively constitute the Agreement between the County and Successful Responder (after award of proposal, hereinafter called “Successful Respondent” or “Contractor”), shall be referred to collectively as the “Contract Documents” and all work conducted thereafter shall be completed in accordance therewith.

### TERM OF SERVICE

7. Successful Respondent agrees to a leased term commencing January 1, 2026. Respondents may propose a lease term, which can be a component of negotiations.

### AWARD OF CONTRACT

8. A contract, if awarded, will be awarded to the Successful Responder whose proposal, and oral presentation(s) if requested, demonstrate in St. Louis County’s sole opinion, the clear capability to best fulfill the purpose of this RFP, as well as the County’s mission and vision for the St. Louis County Depot.
9. St. Louis County reserves the right to accept or reject proposals, in whole or in part, and to negotiate separately as necessary to serve the best interest of St. Louis County.

### PROPOSAL AND PRESENTATION COSTS

10. St. Louis County is not responsible for any costs incurred by any Responder’s preparation of a response to this request for proposal, or for any costs incurred in presenting this proposal.

### PROPOSAL MODIFICATION

11. Any Responder may modify their proposal by electronic mail (E-mail) any time prior to the scheduled closing time for receipt of proposals, provided it is received by St. Louis County prior to the closing time.

### CLARIFICATIONS AND RELATED ADDENDA

12. The County will not provide verbal clarifications or interpretations of Contract Documents at the request of Responders. Any request for such clarification shall be in writing addressed to: **St. Louis County Purchasing Division**, located at the Richard H. Hansen Public Works and Transportation Complex on 2503 Rice Lake Road, Duluth, MN 55811 and/or [Purchasing@stlouiscountymn.gov](mailto:Purchasing@stlouiscountymn.gov).

## Section A – Proposal Instructions and Requirements

13. To be given consideration, a request for term clarification must be received at least seven (7) business days prior to the date fixed for the opening of proposals. Any and all clarifications, along with any related supplemental instructions will be in the form of written addenda to the specifications or other Contract Documents which, if issued, will be distributed by DemandStar via e-mail not later than three (3) business days prior to the date fixed for the opening of proposals. Failure of any Responder to receive any such clarification or addendum shall not relieve such Responder from any obligation under its proposal as submitted. All addenda so issued shall become part of the Contract Documents.

### AMBIGUITY, CONFLICT, OR ERRORS IN RFP

14. Responders are encouraged to promptly notify the Purchasing Division, in writing, of any apparent major inconsistencies, problems, or ambiguities in this Request for Proposal. Address notifications to the St. Louis County | Purchasing Division, located at 2503 Rice Lake Road, Duluth MN 55811 or [purchasing@stlouiscountymn.gov](mailto:purchasing@stlouiscountymn.gov). If revisions become necessary, the County will provide a response, in the form of written addenda, via DemandStar.

### DISCRIMINATION IN EMPLOYMENT – MINN. STAT. § 181.59

15. The Responder agrees to comply with all federal, state and local laws, ordinances, rules, regulations and executive orders pertaining to unlawful discrimination on account of race, color, creed, religion, national origin, sex, sexual orientation, marital status, status with regard to public assistance, disability or age. The Responder further agrees to comply with all federal, state and local laws or ordinances and applicable rules, regulations and standards established by any governmental agency having jurisdiction over Responder's performance of the provision of the contract.

### INSURANCE

16. The following insurance must be maintained for the duration of this Contract. A Certificate of Insurance for each policy must be on file with the County within 10 days of execution of any succeeding contract and prior to commencement of any work under any succeeding contract. Successful Respondent shall secure an endorsement to each policy requiring a 10-day notice of cancellation for cancellation based upon non-payment of premiums to all named and additional insureds, and a 30-day notice of cancellation for nonrenewal, or material change to all named and additional insureds.
17. The County reserves the right to rescind any contract not in compliance with these requirements and retains all rights thereafter to pursue any legal remedies against the Successful Responder. All insurance policies shall be open to inspection by the County, and copies of policies shall be submitted to the County upon written request. All subcontractors shall provide evidence of equivalent coverage.

#### 17.1. General Liability Insurance

\$500,000 when the claim is one for death by wrongful act or omission and \$500,000 to any claimant in any other case.

## Section A – Proposal Instructions and Requirements

\$1,500,000 for any number of claims arising out of a single occurrence.

No less than \$2,000,000 aggregate coverage.

Policy shall include at least premises, operations, completed operations, independent contractors and subcontractors, and contractual liability and environmental liability.

**St. Louis County shall be named as an Additional Insured on a primary and non-contributory basis.**

### 17.2. Workers' Compensation

Per statutory requirements, Certificate of Compliance must be executed and filed with St. Louis County.

## INDEMNITY

18. To the fullest extent permitted by law the Successful Respondent shall indemnify and hold harmless the County, Architect and Architect's consultants (if any), and any/all agents and employees of any of them OR the County and its officers, employees, and agents) from and against claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of the work and services specified under the Contract Documents, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself), but only to the extent caused by the negligent acts or omissions of the Successful Respondent, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity that would otherwise exist as to a party or person described in the Contract Documents.
19. Successful Respondent agrees, that in order to protect itself and the County under the indemnity provisions set forth herein, it shall at all times during the term of this Contract keep in force policies of insurances indicated in the paragraph entitled "**INSURANCE**".
20. This provision is not intended to create any cause of action in favor of any third party against the Successful Respondent or the County or to enlarge in any way the Successful Respondent's liability, but it is intended solely to provide for indemnification of the County from liability for damages or injuries to third persons or property arising from the Successful Respondent's or the Successful Respondent's agents' performance hereunder.

## PROMPT PAYMENT

21. Payment must be made in thirty-five (35) days from the receipt of the commodities or completion of services or receipt of the invoice, whichever is later, unless the County in good faith disputes the obligation.

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## Section A – Proposal Instructions and Requirements

22. In the event and at the time the department requires payment, and the awarded Successful Responder does not provide the payment within the time designated by the County, this shall constitute a default. Unless the Successful Responder's default is excused by the County, the County may upon written notice immediately terminate any contract succeeding this solicitation in its entirety.

### TERMINATION

23. This Agreement may be terminated without cause by the County upon ninety (90) days advance written notice to Successful Responder.
24. The County's failure to insist upon strict performance of any provision or to exercise any right under this Agreement shall not be deemed a relinquishment or waiver of the same, unless consented to in writing. Such consent shall not constitute a general waiver or relinquishment throughout the entire term of the Agreement.

### DEBARMENT

25. By submitting proposal, Responder certifies that the firm, association, corporation, or any person in controlling capacity is not currently under suspension, debarment, voluntary exclusion or determination of ineligibility by any government agency; does not have a proposed debarment pending; and has not been indicted, convicted, or has a civil judgment rendered against any person, firm, association, or corporation by a court of competent jurisdiction on any manner involving fraud, or official misconduct within the past three years.

### NON-COLLUSION AFFIDAVIT

26. Responder must complete and submit a Non-Collusion Affidavit with Proposal (form included).

### REQUEST FOR CLARIFICATION

27. The County reserves the right to clarify or seek clarification on any proposal with a written request to the Responder. Such requests shall not alter the Responder's pricing information contained in its proposal. The respondent shall have two (2) business days to provide addition requested information in writing.

### MODIFICATIONS

28. Any alterations, variations, modifications, or waivers of the provisions of the Contract Documents, other than addenda to the proposal specifications which are governed by paragraph **ADDENDA AND INTERPRETATIONS**, shall only be valid when they have been reduced to writing, and signed by authorized representatives of the County and the successful Responder.



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## **Section A – Proposal Instructions and Requirements**

### **INDEPENDENT CONTRACTOR**

29. The Successful Responder shall be an independent contractor at all times and shall not be deemed an employee of the County for any purpose. As an independent contractor, the Successful Responder shall not be deemed entitled to any of the rights, privileges, or benefits of employees of the County of St. Louis, including, but not limited to, workers' compensation, health/death benefits, and indemnification for third-part personal injury/property damage claims;
30. Successful Responder is responsible for hiring sufficient workers to perform the obligations required by this contract, withholding their taxes, and paying all other employment tax obligations on Successful Responder's workers' behalf.

### **FINANCED PROPERTY REQUIREMENTS – MINN. STAT. § 16A.695**

31. As a State Bond Financed Property, the Depot must comply with the G. O. Compliance Checklist for use contracts. Please see required documentation.

**END OF SECTION A**

## Section B – Scope

### BACKGROUND

32. In 1890 the Northern Pacific and St. Paul & Duluth railroads began construction on the Duluth Union Depot. Designed by the noted Boston firm of Peabody & Stearns and built in the French Norman style, the Depot was an instant architectural landmark when it opened in 1892 and remains so today. In 1971 the building was purchased by the Area Cultural Center Corporation. After St. Louis County assumed ownership in 1972, an addition was completed to the west of the original building and the complex became the Depot/St. Louis County Heritage and Arts Center.
33. In 2019, the St. Louis County Tenant Handbook and Fee Schedule were introduced (see attached). Information regarding tenant privileges, including event hosting, are outlined in these materials.
34. St. Louis County Board established a Depot Operations Committee in 2022 to provide guidance/support for the Depot's vision, to serve as advisors for existing and potentially new Depot initiatives, and to review the role and alignment of tenants to the Depot's vision.
35. Pursuant to Minn. Stat. § 373.01, St. Louis County is required to engage in a public bidding process for all leases of qualified county owned real estate and buildings, including the St. Louis County Depot.
36. St. Louis County was awarded \$1.5 million from the State of Minnesota for life safety improvements, roof replacement, tuckpointing, and Portico enhancements in 2020. In 2025, St. Louis County requested \$8 million from the State of Minnesota for HVAC, MEP (mechanical, electrical, and plumbing), and other building system enhancements. These significant upgrades will extend the useful life of the facility. When these projects commence, disruption to most areas of the building will occur. Should leased space become unusable for a period of time, rent will be adjusted accordingly
37. Due to the nature of these HVAC/MEP improvements, tenants may be disrupted from ordinary activities and programming for extended periods of time. Please be aware that although the lessor will communicate and facilitate schedules, sudden interruptions may be unavoidable.
38. St. Louis County Board adopted the St. Louis County Depot's Mission and Vision as per Board Resolution 22-178:
  - 38.1. **St. Louis County Depot's Mission:** The St. Louis County Depot is a landmark cornerstone of arts and cultural organizations that entertains, educates, inspires, and provides space for a diverse group of guests. The St. Louis County Depot provides new, engaging experiences; is a destination and a community center; and fosters community through a diversity of education and entertainment that enhances the quality of life for visitors.
  - 38.2. **St. Louis County Depot's Vision:** St. Louis County Depot's vision is to provide welcoming space and foster connections for distinctive educational and cultural activity.

## Section B – Scope

### PURPOSE AND OBJECTIVE

39. St. Louis County, through this Request for Proposal (RFP), is seeking qualified applicants(s) to provide St. Louis County application(s) for lease agreement(s) for rentable space at the St. Louis County Depot.

### ELIGIBILITY

40. A non-profit or for-profit organization whose use aligns with and contributes to the St. Louis County Depot's Mission and Vision. Entities proposing to lease space at the St. Louis County Depot, must agree to the following:

- 40.1. Accept move-in conditions
- 40.2. No significant alterations of space through lease period; this includes wall, HVAC, mechanical/electrical/plumbing. Cosmetic improvements are acceptable with prior approval by St. Louis County Property Management.
- 40.3. Assume responsibility for reasonable upkeep of leased space.
- 40.4. Understand building improvements/projects may impact or temporarily impede use of leased space.

41. Minimum rental rates are as follows:

- 41.1. For-Profit Required Minimum Rate: \$8.73/square foot/year – Subject to change according to verification;
- 41.2. Non-Profit Required Minimum Rate: \$5.48/square foot/year – Subject to change according to verification;
  - 41.2.1. Any proposal for the non-profit rental rate will be verified.
- 41.3. Areas Marked with an Asterisk (\*) on the Mapped Area in Exhibit A Required Minimum Rate: \$4.89/square foot/year – Subject to change according to verification;
- 41.4. Outdoor areas Mared with a Double Asterisk (\*\*) on the Mapped Area in Exhibit A Required Minimum Rate: \$1.00/square foot/year – Subject to change according to verification; and
- 41.5. Subsequent yearly increases of 5% are projected over the course of the next several years for all rates as follows:

	Sq. Foot	2026	2027	2028	2029	2030
Regular Space	3698	\$ 5.48	\$ 5.76	\$ 6.04	\$ 6.34	\$ 6.66
Single Asterisk	38,458	\$ 4.89	\$ 5.14	\$ 5.39	\$ 5.66	\$ 5.95
Double Asterisk	9,606.5	\$ 1.00	\$ 1.05	\$ 1.10	\$ 1.16	\$ 1.22

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## **Section B – Scope**

- 41.6. Prices include utilities and common-area maintenance/janitorial. Lessee will be responsible for telephone/internet and maintaining and managing their own leased space.

### **SPACE FEATURES**

42. 51,735 square feet of 110,000 square feet is available for lease. The building's common features include the following:
- 42.1. Six public restrooms
  - 42.2. Three elevators
  - 42.3. Four floors
  - 42.4. New carpeting throughout
  - 42.5. Updated doors and windows
  - 42.6. Security alarm system and security cameras throughout
  - 42.7. Daily security sweeps
  - 42.8. Comprehensive building marketing program—including website and social media pages (maintained by St. Louis County)
  - 42.9. Janitorial and Maintenance (for common areas)
  - 42.10. Listed on National Register of Historical Places
  - 42.11. Over 200,000 visitors in 2024.
  - 42.12. St. Louis County Depot/Extension Director and staff regularly update tenants and solicit feedback on Depot building projects and happenings
  - 42.13. Regular building-hosted events and planning support (as opportunities for tenants and beyond to participate)
  - 42.14. Tours
  - 42.15. Great Hall (approximately 4,000 square feet with 88-foot tall ceilings with original timber-supporting beams and terracotta floors)
  - 42.16. 275-seat fully operational theatre (available for tenant use with nominal fee)
  - 42.17. Board Room (capacity of 25 people with video-conferencing capabilities)
  - 42.18. High-speed Wi-Fi throughout building

## Section B – Scope

- 42.19. Classroom (capacity of 25 people)
- 42.20. Depot Lounge (approximately 450 square feet of space)
- 42.21. Partial enclosed kitchen for staging catered events etc.
- 42.22. Tables and chairs to accommodate 300 people
- 42.23. Digital signage
- 42.24. Electronic key system on all exterior doors
- 42.25. On bus line
- 42.26. High visibility location in downtown Duluth—within walking distance of civic center, library, restaurants, etc.
- 42.27. Adjacent metered parking lot, as well as parking ramp (hourly/daily rates available) approximately one block away, and
- 42.28. Loading dock
- 43. Additional information relative to potential tenants may be found via the Depot Tenant Handbook, attached.

## SPACE USAGE

- 44. St. Louis County Depot includes common (shared) areas as well as private leased spaces. These spaces can be used for offices, exhibits, performances, commercial/retail enterprises and events. While spaces available should be used for engagement purposes, when possible, we acknowledge the need for minimal use of office and storage space. Respondents are required to fill out the proposal questionnaire noted in **Section D** to articulate your organization's need, to the best of your ability, for potential shared space usage.

## PRE-PROPOSAL TOURS

- 45. While attendance of a pre-proposal tour is recommended, it is not required of responders wishing to submit a proposal. Please contact **Mary Tennis** at **tennism@stlouiscountymn.gov** to make an appointment to view the leasing opportunity(ies) at the St. Louis County Depot, located at **506 West Michigan Street, Duluth, MN 55802**.

## END OF SECTION B

## Section C – Evaluation of Proposals

### PROJECTED TIMETABLE

- 67. Request for Proposal (RFP) available..... **July 8, 2025**
- 68. Pre-Proposal Tours (by appointment) ..... **July 21 – August 4, 2025**
- 69. Completed Proposal Due ..... **August 11, 2025**
- 70. Evaluation of Responses Deadline ..... **August 22, 2025**
- 71. County Board Approval of Contract ..... *Est.* **September 9, 2024**
- 72. Contract Start ..... **Upon Contract Execution**
- 73. Contract Completion ..... **\*\*\*subject to negotiations**

*\*\*\*Please review paragraph 7 from the Information for Responders Section for the opportunity to extend contract term.*

### INSTRUCTIONS FOR RESPONSE, COMPLIANCE, & FORMAT

- 74. As stated in the “Proposal Handling Process” provisions, responses will be considered in both hard copy or electronic copy format (DemandStar).
  - 74.1. **Electronic Format:** Responders choosing to submit proposals electronically must use DemandStar.

If there are questions on how to submit proposals electronically, you may contact your account manager at DemandStar 1-206-940-0305 or via email at.
  - 74.2. **Hard Copy Format:** Responders choosing to submit proposals in hard copy must deliver proposals to the St. Louis County - Purchasing Division, located at the AP Cook Building on 2503 Rice Lake Road, Duluth, Minnesota 55811.
- 75. Responses shall be submitted in the following format:
  - 75.1. Cover Letter:

Introduction of firm and the individual(s) which will act as the firm’s primary contact(s) for this proposal
  - 75.2. A Table of Contents
  - 75.3. Organization and Mission:

Describe the organization, date founded and ownership of the firm as well as any subsidiaries and affiliates relevant to the County.
  - 75.4. Space Use Questionnaire (Section D)

## Section C – Evaluation of Proposals

- 75.5. References:  
A minimum of three (3) references OR include three letters of support/recommendation from someone not officially affiliated with your organization.
- 75.6. Non-collusion Affidavit (Section E)
- 75.7. Additional Information Deemed Relevant:  
List any additional information about your company or services that you provide that the County may not be aware of.
76. It is the responsibility of the Responder to identify information in their proposals they consider confidential and, to the extent that the County agrees with that designation, such information will be held in strict confidence.
77. The County is not responsible for any costs incurred by any responder's preparation of a response to this request, or for any costs incurred in presenting this response.
78. Responders are encouraged to promptly notify the County, in writing, or any apparent major inconsistencies problems, or ambiguities in the Scope of Work. Notifications should be sent via email to Purchasing at [purchasing@stlouiscountymn.gov](mailto:purchasing@stlouiscountymn.gov). If revisions to the RFP are necessary, the County will provide a written response to all responders via email.
79. Email Modification. Any Responder may modify their response by email at any time prior to the scheduled closing time for the receipt of responses. If the Responder modifies the response via email, the revision must be time-stamped prior to closing time. The email contact is Purchasing at [purchasing@stlouiscountymn.gov](mailto:purchasing@stlouiscountymn.gov).
80. The County reserves the right to reject any or all responses submitted when deemed to be in the County's best interest.
81. In the event the County believes that additional clarification of a response is needed in order to make a determination regarding the response, the County shall submit a request for clarification via email to the Responder. The Responder shall have two (2) working days to provide the additional requested information. The Responder's response shall be in writing and delivered in PDF format via email.

## EVALUATION

82. The County will review all responses; responses will be evaluated on the following criteria:
- 82.1. The response itself (content, completeness);
- 82.2. A demonstrated understanding of the importance of effective project management, communication, and customer service.
- 82.3. The ability, capacity, skill, and sufficiency of financial resources of the Respondent to perform and complete the contract and/or provide the service required;

### Section C – Evaluation of Proposals

- 82.4. Whether the Respondent can perform and complete the contract or provide the service promptly, or within the time specified, without delay or interference;
- 82.5. The character, integrity, reputation, judgment, experience and efficiency of the Respondent;
- 82.6. The quality of performance and completion of previous contracts or services;
- 82.7. The quality, availability and adaptability of the contractual services to the particular use required;
- 82.8. The ability of the Respondent to provide future service for the use of the subject of the contract; and/or
- 82.9. Whether Respondent is in default with any other contracts with the County.
- 83. Selection will be based on the final scores of the appointed evaluation committee. Prior to making the final election, interviews may be conducted with selected Responders if required, though they are not anticipated at this time. Proposals will be evaluated in order of importance based upon the following criteria:
  - 83.1. Space Usage .....10 points possible
  - 83.2. Questionnaire (Section D) .....80 points possible
  - 83.3. References .....10 points possible

**END OF SECTION C**



## Section D – Proposal Questionnaire

### SPACE USE – 10 Points

As previously noted within Scope of Lease, St. Louis County Depot includes common (shared) areas as well as private leased spaces. These spaces can be used for offices, exhibits, performances, commercial/retail enterprises and events. While spaces available should be used for engagement purposes, when possible, we acknowledge the need for minimal use of office and storage space.

If your organization needs space in the building that must be constructed or altered, please provide the following information:

- Background/rationale;
- Architectural rendering;
- Schematic design (if applicable); and
- Total budget for the build, including leasehold improvement proposals (if applicable).

To the best of your ability, please articulate your organization's need for the following:

EXHIBIT SPACE USAGE	
Type of Space  EXHIBIT	Description or features – inclusive of special needs. (i.e. climate control, running water, special electrical, train tracks, sprung floors, seats, etc.)
Usage (approx. frequency of use)  _____ PER YEAR	
Square Footage Needed	

REHEARSAL/PERFORMANCE SPACE USAGE	
Type of Space  REHERSAL/PERFORMANCE	Description or features – inclusive of special needs. (i.e. climate control, running water, special electrical, train tracks, sprung floors, seats, etc.)
Usage (approx. frequency of use)  _____ PER YEAR	
Square Footage Needed	

CLASS/WORKSHOP SPACE USAGE	
Type of Space  CLASS/WORKSHOP	Description or features – inclusive of special needs. (i.e. climate control, running water, special electrical, train tracks, sprung floors, seats, etc.)
Usage (approx. frequency of use)  _____ PER YEAR	
Square Footage Needed	

## Section D – Proposal Questionnaire

COMMERICAL/RETAIL SPACE USAGE	
Type of Space  COMMERCIAL/RETAIL	Description or features – inclusive of special needs. (i.e. climate control, running water, special electrical, train tracks, sprung floors, seats, etc.)
Usage (approx. frequency of use)  _____ PER YEAR	
Square Footage Needed	

EVENT SPACE USAGE	
Type of Space  EVENT	Description or features – inclusive of special needs. (i.e. climate control, running water, special electrical, train tracks, sprung floors, seats, etc.)
Usage (approx. frequency of use)  _____ PER YEAR	
Square Footage Needed	

STORAGE SPACE USAGE	
Type of Space  STORAGE	Description or features – inclusive of special needs. (i.e. climate control, running water, special electrical, train tracks, sprung floors, seats, etc.)
Usage (approx. frequency of use)  _____ PER YEAR	
Square Footage Needed	

OTHER SPACE USAGE	
Type of Space  OTHER	Description or features – inclusive of special needs. (i.e. climate control, running water, special electrical, train tracks, sprung floors, seats, etc.)
Usage (approx. frequency of use)  _____ PER YEAR	
Square Footage Needed	

QUESTIONNAIRE CONTINUED ON NEXT PAGE

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## **Section D – Proposal Questionnaire**

### **PROPOSAL QUESTIONS – 80 Points**

Please respond to the following questions:

1. Please describe, and give a brief history of, your organization
2. Please provide an annual budget with revenues and expenses
3. Please provide any of the following:
  - 3.1. Organizational Mission
  - 3.2. Diversity Equity Inclusion Accessibility (DEIA) statement
  - 3.3. Website and/or social media links
  - 3.4. Up to two work samples (which may include exhibit descriptions/images, publications, citations, videos, other media, and performance citations)
4. How does your organization align with the Depot's mission and vision? Please be specific.
5. Why does the Depot's location, features and historical significance best serve your organization and its customers?
6. How would you welcome and interact/engage with your guests in your space? Briefly describe staff, docents, guides, ushers, and security, if applicable.
7. In what ways do you believe your organization could benefit from being located in a building with other organizations?
8. As a recipient of the below market-rate rents, how would St. Louis County taxpayers benefit from your proposed use of leased space?

**END OF SECTION D**

### Section E – Non-Collusion Affidavit

The proposed Responder shall affirm below that they have not been involved in collusion with another party in the preparation of this or any other proposal.

I, \_\_\_\_\_ as \_\_\_\_\_  
Name of Officer or Owner Title

of \_\_\_\_\_, affirm that the attached proposal is submitted  
Contractor's Name

independent of any other proposal and that \_\_\_\_\_  
Contractor's Name

has no interest, directly or indirectly, in any other proposal being prepared for request.

In addition, I do affirm that \_\_\_\_\_ shall not receive any  
Contractor's Name

commission or other payment on the award of the request to some other person, association,

firm or corporation.

\_\_\_\_\_  
Signature of Officer or Owner

#### ATTEST:

Sworn to and subscribed before me on  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Notary

## Section G – Submittal Requirements

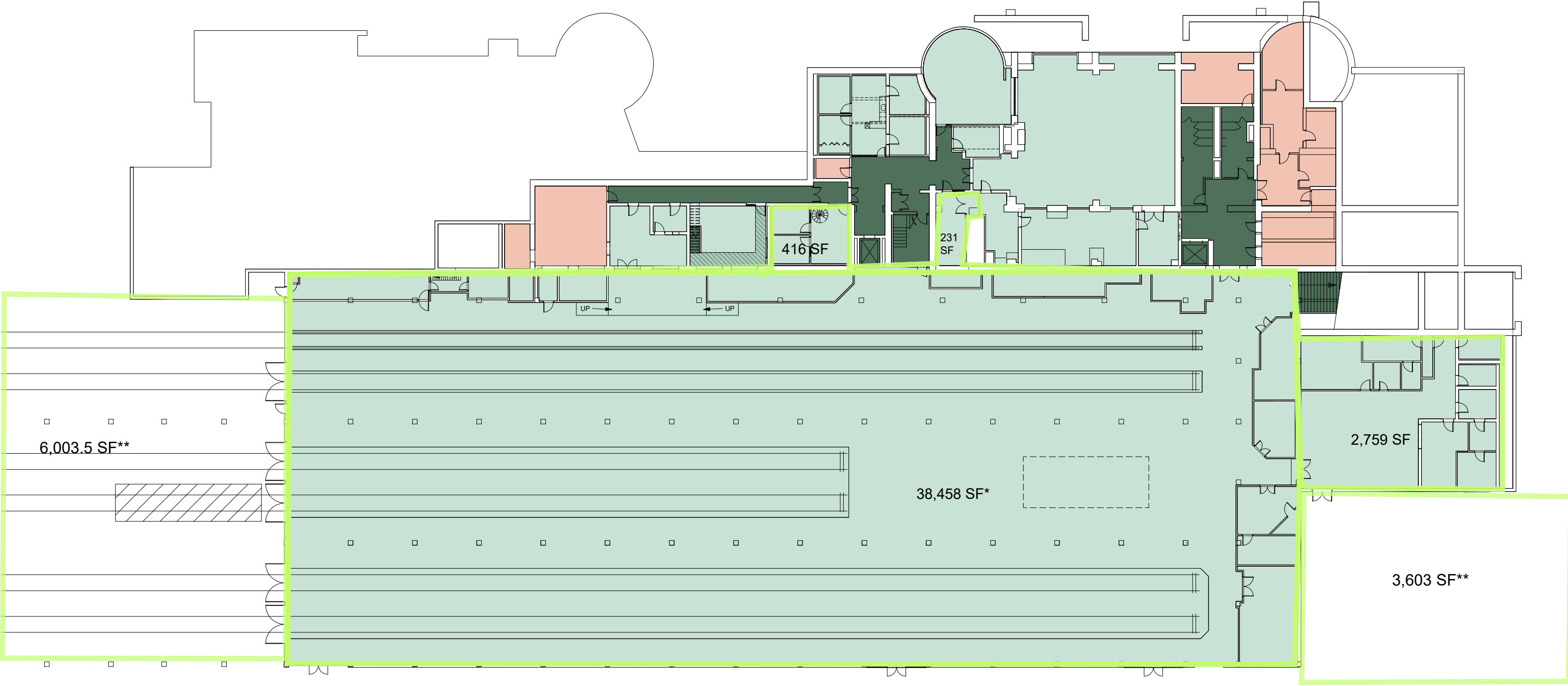
### Label

Proposal Description:	<b>Leasing Opportunities at the St. Louis County Depot</b>
Proposal Number:	<b>1000232</b>
Due Date:	<b>August 11, 2025</b>
Due Time:	<b>1:00 PM CT</b>
<i>*Space Below Reserved for St. Louis County Use</i>	
Date Received:	_____
Time Received:	_____
Received By:	_____

If submitting hard copy – attach label to lower left corner of envelope.

Submit the following:

- **Non-Collusion Affidavit – Page 19**
- **Proposal**
- **Proposal Questionnaire – Pages 16 – 18**



# TENANT HANDBOOK



THE  
DEPOT

# Welcome to The St. Louis County Depot

**Mission Statement:**

The St. Louis County Depot is a landmark cornerstone of arts and cultural organizations that entertains, educates, inspires, and provides space for a diverse group of guests. The St. Louis County Depot provides new, engaging experiences; is a destination and a community center; and fosters community through education and entertainment that enhances the quality of life for visitors.

**Vision Statement:**

To provide welcoming space and foster connections for distinctive educational and cultural activity.

**Diversity, Equity, Accessibility, and Inclusion Statement:**

The St. Louis County Depot is committed to being an accessible organization that celebrates and welcomes visitors of all backgrounds. We strive to provide programming that encourages lifelong learning and fosters engagement amongst people of any socioeconomic status, race, gender, sexual orientation, ability, age, and identity.

Education is a core value for organizations housed in The St. Louis County Depot, and we understand the importance of fostering an environment where all people are valued and respected as they explore the cultures, arts, and heritage of our region. We are committed to reaching underserved people through sustainable, inclusive programming.

It is our desire to create an environment in which equity, inclusion, and collaboration are at the forefront of all we do. The Depot strives to be an asset to our community by reflecting a rich diversity of perspectives and celebrating the people who call St. Louis County home.





This Tenant Handbook has been designed to provide you with building information, procedures, and policies to assist you in operating your business or non-profit here at The St. Louis County Depot. An introduction to the property team is included to direct you to the proper individuals for assistance. Should you have any questions or need additional information, please contact the Management Office of The St. Louis County Depot at 218.733.7571, ext. 7.

Each tenant organization must submit a copy of the Tenant Handbook to Depot Management that is initialed and signed where indicated, evidencing your receipt, review, and acceptance of all of the conditions herein. Compliance with the procedures and policies in this Tenant Handbook is required by your Lease and is essential to the efficient use and management of The Depot.

Additionally, all of your employees should read and keep current with this manual to be prepared to appropriately handle any given situation.

Please keep a copy of this handbook for reference.

We look forward to working together to create an enjoyable atmosphere for organizations, merchants, and visitors. Although the procedures that follow have been developed using St. Louis County's knowledge of building management, changes will inevitably occur. Therefore, we will be providing updates and revisions as necessary.

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*Helpful Hint: When referencing this document electronically, “Control + F” will allow you to search by keyword.*

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# Contacts and General Information

## Depot Management Team

Management		
Mary Tennis	Director	218.733.7561 tennism@stlouiscountymn.gov
Katie LaPlant	Depot Management Team	218.733.7529 laplantk@stlouiscountymn.gov
Programming, Marketing & Events		
Katie LaPlant	Depot Management Team	218.733.7529 laplantk@stlouiscountymn.gov
Hailey Eidenschink	4-H Extension Educator and Cultural Coordinator	218.733.7566 eidenschinkh@stlouiscountymn.gov
Stacey DeRoche	Depot/Extension	218.733.2877 deroches@stlouiscountymn.gov
General Service Inquiries		depotservices@stlouiscountymn.gov

Operations		
Mary Tennis	Director	218.733.7651 tennism@stlouiscountymn.gov
Sam Martin	Building Maintenance Office	depotoptions@stlouiscountymn.gov
General Operations Inquires		depotoptions@stlouiscountymn.gov

Administration		
SLC Administration	General Number	218.726.2450 administration@stlouiscountymn.gov

# Hours of Operation

## St. Louis County Depot General Building Hours:

The building's alarm will be deactivated by 7:00 a.m. daily and reactivated at 11:00 p.m. daily.

Doors are programmed to lock and unlock in correspondence to current building hours.

## Your Gallery/Museum/Exhibit:

Although these hours differ for pop-ups, special events, show times, and special trains, **Required Operating Hours** for all galleries, exhibits and museums are:

- 10 a.m. to 5p.m., seven (7) days a week.

You will be notified in advance of any changes to General Building Hours or Required Operating Hours.

For security reasons, unless you are hosting a pre-approved late-night event no one is to remain on The Depot premises after 11:00p.m.

Required Operating Hours are determined in Depot Management Meetings with tenant input. In order to change Required Operating Hours for the entire building, please bring it as a discussion point in the tenant meetings

If an emergency arises that results in your organization opening or closing earlier or later than the Required Operating Hours, contact the Management Office immediately. For non-emergency changes to your operating hours, please inform the office in writing including dates, times, and explanations for the deviation from the Required Operating Hours. You can also email this information to [depotoperations@stlouiscounty.gov](mailto:depotoperations@stlouiscounty.gov).

Operating hours for each holiday season will be published on the Depot website well in advance; adherence to holiday hours is required of each tenant.

# Management Office Location and Hours

- The Management, Marketing & Tours Office is located on the Main Level in the Performing Arts Wing. Normal business days and hours for management personnel are from 8:00 a.m. - 4:30 p.m., Monday- Friday.
- Tenants are required to make appointments via email with management personnel.
- For non-emergency matters, please email [depotservices@stlouiscountymn.gov](mailto:depotservices@stlouiscountymn.gov) with your question/request, or to schedule an appointment.
- Non-emergencies occurring outside of normal management office hours will be addressed on the next normal business day.
- The Maintenance Office is located on the track level, adjacent to the public restrooms. Maintenance staff are on duty Monday-Friday, 8 AM – 2 PM, and on call for emergencies at increased rates. Non-emergency requests must be made by email as set forth in the Tenant Services Sections, page 38.

## Holidays

The dates galleries, exhibits and museums will be closed to the public, unless arrangements are made with the Management Office, are as follows:

- ❖ New Year's Day
- ❖ Thanksgiving Day
- ❖ Christmas Eve
- ❖ Christmas Day
- ❖ New Year's Eve

Tenants are welcome to conduct non-public business on these days provided security protocol is followed.

Management, Marketing & Maintenance offices will be closed on the following holidays:

- ❖ New Year's Day
- ❖ Martin Luther King Jr. Day
- ❖ President's Day
- ❖ Memorial Day
- ❖ Juneteenth
- ❖ Independence Day
- ❖ Labor Day
- ❖ Veteran's Day
- ❖ Thanksgiving Day
- ❖ The Day After Thanksgiving
- ❖ Christmas Day

However, emergency services are still available for elevator and plumbing needs.

# Your Neighbors

**The St Louis County Depot is home to seven different organizations.**

**Duluth Superior Symphony Orchestra** – Provides professional level performances of symphonic music, both traditional and new to audiences of every age and background. 218-623-3776 (DSSO)

**Lake Superior Railroad Museum / North Shore Scenic Railroad** – Vintage and rolling trains, exhibits, and events / Train tours and special events / & Bar services. 218-727-8025 / 218-722-1273

**Lyric Opera of the North (LOON)** - AA premier opera company bringing high-quality opera productions to the Northland region.

**Minnesota Ballet** – Home to a professional dance company and classes. 218-733-7570

**St. Louis County Historical Society** – Collecting institution with archives, exhibits, and objects from St. Louis County. 218-733-7580

**The Depot Foundation** – Goal to protect the Depot and assist the extraordinary artistic and historical organizations housed there by providing them with programmatic funding. 218-733-7592

**\*\*\*Internal extensions are the last 3 digits of each number 733-7\_ \_ \_**



# Rules and Regulations

The following Rules and Regulations are applicable to all tenants within The Depot. They are designed to allow efficient and effective management of The Depot so all tenants are able to use their Leased Premises and common areas fully. All questions regarding the Rules and Regulations should be emailed to Director Tennis at [tennism@stlouiscountymn.gov](mailto:tennism@stlouiscountymn.gov)

## Code of Conduct

The Depot Management Team and St. Louis County are continuously working on improving The Depot. The primary goals currently are capital improvements to the building and establishing a culture of collaboration with and between tenant organizations, St. Louis County, and Depot Management. Those two goals are necessarily intertwined as the success of funding requests often hinges on input from tenant organizations. Tenant conduct reflects on the building as a whole. As such, Tenant conduct is expected to always conform to basic standards of decency, respect, and professionalism. The following are requirements for the conduct of Tenants and their employees:

1. Follow all rules and regulations as set forth in this Tenant Handbook and your Lease.
2. Treat others with respect at all times, bullying in any form will NOT be tolerated.
3. Conduct your business in a manner that comports with The Depot Mission and Vision Statements and is supportive of the goals of The Depot Management Team and St. Louis County.
4. Avoid conduct that negatively impacts other tenants' use and enjoyment of their Leased Premises and Common Areas.
5. Bring all complaints or concerns to The Depot Management Team first; or, if the complaint relates to The Depot Management Team, bring it to St. Louis County Administration first.

Failure to comply with this Code of Conduct may result in graduated sanctions being applied to your organization. Sanctions may include verbal/written warnings, fines, termination of your Lease, or others as deemed appropriate for the situation. The Depot

Management Team and St. Louis County reserves the right to impose additional rules and regulations on any tenant organization, or their employees, to address any situation.

## Moving In | Moving Out

### Move In

New tenants must coordinate with the Management Office at least two weeks in advance of your move in date ensure a smooth and efficient move in process. Items you need to complete before moving in are listed below:

- Ensure that the post office has address information.
- Notify the phone company to arrange for installation of new phones and equipment.
- Notify the Management Office of large items or other items being moved that require special accommodation.
- Large deliveries that require movement through public space (including the Great Hall) cannot be made between 10:00 a.m. and 3:00 p.m. unless prior arrangements are made with the Management Office.

### Move Out

To ensure that your move out is as smooth as possible, tenants must adhere to the following procedures:

- Contact the Management Office at least one month prior to the move to discuss your plans.
- Contact the phone company to discontinue telephone service.
- Provide the Management Office with a Certificate of Insurance for the moving company prior to the move.
- Inform the post office of your change of address.

Please submit in writing the following information to the Management Office no later than two weeks prior to intended move:

- Date of move.

- Time periods the elevator(s) will be required (if necessary).
- Name, phone number, and title of the Tenant contact person.
- Certificate of Insurance for moving company forwarded to the Management Office evidencing the moving company's Worker's Compensation Insurance and Commercial General Liability Insurance.
- Name of contractors being used to uninstall any tenant owned items that require adherence to code.

St. Louis County Depot Moving Instructions can be found in Appendix H.

## Clean-Up

Moving companies and tenants will be responsible for leaving the St. Louis County Depot and premises clean by removing all trash generated in the move. If you wish to have extra trash removed, arrangements can be made through the Management Office at [depotoperations@stlouiscountymn.gov](mailto:depotoperations@stlouiscountymn.gov).

Any damage caused by the tenant, the moving company or its employees or agents, will be the responsibility of the tenant. Required repairs will be done by St. Louis County at the tenant's expense.

## Use of Leased Premises

### General

- Tenants may only use their Leased Premises in a manner consistent with The Depot Mission and Vision Statements for the purposes of office space, storage space, arts, culture, heritage and/or entertainment.
- Leased Premises does NOT include the opposing side of perimeter walls. Use of the exterior of perimeter walls requires prior written approval from Depot Management.
- Leased Premises designated as subject to ingress/egress and easement must remain

open for those purposes at all times.

- Use of Leased Premises may not unreasonably impact the uses of other spaces within the building. For example, Leased Premises such as balconies may not emit noise, vibrations, or light in such a way as to unreasonably impact the enjoyment of surrounding spaces. If you anticipate a need for uses that may impact another space, please follow the guidelines set forth in the Special Events, Exhibits, and Displays section.
- Where reasonably possible, Tenants shall not cause or permit any unnecessary odors of cooking or other processes, or any unusual or objectionable odors, to emanate from its premises which would annoy other tenants or create a public or private nuisance. No cooking shall be done in any Leased Premise unless expressly permitted in the tenant's Lease or as permitted in writing by Depot Management.
- Tenants shall not sell any food, beverage or merchandise in their Leased premises, other than as expressly permitted in the tenant's Lease, without first obtaining St. Louis County's written approval. This includes coin or token operated vending machines.
- St. Louis County reserves the right to restrict and/or prohibit the selling of alcoholic beverages in the building. In addition to any restrictions imposed by St. Louis County, all sales of alcoholic beverages at the St. Louis County Depot are subject to Duluth City Code Section 8-69.
- No bicycles, vehicles, animals (except service animals), fish or birds of any kind shall be brought into, or kept in or about, any Tenant's Leased Premises without written permission from Director Tennis.
- Tenants shall not conduct or permit to be conducted any auction, fire sale, going out of business sale, bankruptcy sale (unless directed by a court order), or other similar type sale, within their Leased Premises or anywhere on The Depot grounds, without prior written approval from St. Louis County.
- No employee of any tenant, nor any employee of any contractor or subcontractor of

any of the foregoing, including without limitation, any security guard employed by any of the foregoing directly or indirectly through a contractor, to provide security at the premises, is permitted to have any firearms in his or her possession while at The Depot, except for employees licensed to carry firearms employed by St. Louis County to provide security services

## Security/Safety

- No additional locks or bolts of any kind shall be installed upon any doors or windows by any tenant, nor shall any changes be made in locks or the mechanism thereof without St. Louis County's prior written approval. Each tenant shall, upon the expiration or earlier termination of the Lease of which these Rules and Regulations are a part, turn over to St. Louis County all keys to storage, offices and exhibits.
- All entrance doors to Leased Premises shall be kept locked when not in use. St. Louis County shall not be liable to any tenant for damage or loss within such tenant's premises, whether such doors are locked or unlocked.
- Subject to St. Louis County's prior written approval, a tenant may install a security system within its Leased Premises, to be linked to the Duluth Police Department or other agency as approved by St. Louis County. St. Louis County reserves the right to charge tenant a fee for and on account of any and each false alarm occasioned by tenant's security system (including any fire alarm system). St. Louis County shall have the right to determine the amount of any such fee, and any such fee(s) charged by St. Louis County pursuant to this provision shall be considered additional rent under the tenant's Lease. Such fees shall be in addition to any charge imposed by any governmental authority.
- All tenants shall install and maintain fire extinguishers of the type and capacity and in such locations within their respective Leased Premises as may be required by law or applicable building or fire code. Tenants shall not install or permit to be installed or placed any cover, facade, partition, decoration, alteration or improvement or the like over, upon or under the sprinkler heads within their premises, and such sprinkler heads are to remain exposed at all times.

## Condition of Leased Premises/Building

- Tenants shall keep their Leased Premises clean and sanitary at all times, including cleaning of floors, windows and lighting fixtures. Exhibits, display windows, exhibit signage, and other surfaces must be kept clean of fingerprints, smudges and streaks as well as dust and dirt. Exhibits must be clean and orderly at all times during business hours. Furthermore, all exhibit features should be safe and well-functioning at all times. Exhibit cleaning is restricted to non-working hours (except in the case where only minor touch-up cleaning is required). All exhibits should be regularly checked for cleanliness.
- Neither the sashes, sash doors, skylights or windows that reflect or admit light and air into the halls, passageways or other Public Areas in the building nor the heating, ventilating and air conditioning vents and doors shall be covered or obstructed by any tenant, nor shall any bottles, parcels or other articles be placed on the window sills or on the peripheral heating enclosures.
- No acids, vapors or other harmful materials shall be discharged, or permitted to be discharged, into the water lines, vents or flues of the building. The water and wash closets and other plumbing fixtures shall not be used for any purposes other than those for which they were designed and constructed, and no sweepings, rubbish, rags, acids or other foreign substances shall be thrown or deposited therein. Nothing shall be swept or thrown into the Public Areas or other areas of the building, or into or upon any heating or ventilating vents or registers or plumbing apparatus in the building, or upon adjoining buildings or land or the street. The cost of repairing any damage resulting from any misuse of such fixtures, vents, registers and apparatus and the cost of repairing any damage to the building, or to any facilities of the building, or to any adjoining building or property, caused by any tenant, or the employees, agents, concessionaires, licensees, guests or invitees of such tenant, shall be paid by such tenant.
- Nothing shall be done or permitted in any Tenant Leased Premises, and nothing shall be brought into, or kept in or about any Tenant's Leased Premises, which would impair or interfere with any of the building equipment or the services of the building or the

proper and economic heating, cleaning or other services of the building or any Tenant's Leased Premises, nor shall there be installed by any tenant any ventilating, air conditioning, electrical or other equipment of any kind which, in the judgment of St. Louis County, might cause any such impairment or interference. No tenant, nor the employees, agents, concessionaires, licensees, guests or invitees of any tenant, shall at any time bring or keep upon its premises any inflammable, combustible or explosive fluid, chemical or substance. Smoking or carrying lighted cigars or cigarettes in the building is prohibited. Vaping in the building is prohibited.

- Helium balloons are not allowed in The Depot due to the complicated and expensive nature of removal when they escape to our high ceilings. Tenants who violate this rule will be responsible for all costs associated with the removal of balloons.

## Remodeling, Redecorating, & Construction

Remodeling/redecorating work can be either minor or major, and may include, but is not limited to, any of the following:

- Installing electrical or phone outlets
- Installing or relocating light fixtures
- Relocating doors
- Repairing carpets
- Installing new carpet
- Adding or removing walls
- Painting or wall covering
- Installing or changing window treatments
- Installing an exhibit that alters current footprints

During the planning phases of remodeling, redecorating, or construction, Tenants must contact Director Tennis to set up a meeting to discuss proposed work. Tenant will be required to submit drawings showing the work will be done in compliance with the SLC Depot Architectural Design Guidelines at least 45 days prior to anticipated work start date. Tenant will be required to submit a construction plan with drawings. Drawings and construction plans will be reviewed for approval by St. Louis County Property

Management and The Depot Director.

All work must follow the St. Louis County Depot Architectural Design Guidelines. All work must be completed in a manner that is concealed from guests. Guests should only see the final product, not work in progress. All work must be completed in a good and workmanlike manner, and in compliance with all applicable building codes and regulations. Additional detailed rules governing remodeling

Only upon receipt of prior written approval from the Depot Director may work begin.

## Use of Common Areas

The following rules regarding the use Common Areas as designated on the 2023 Depot Lease Floor Plan apply to all tenants and their employees:

- Common Areas shall not be obstructed or encumbered in any way without prior written approval from Depot Management.
- Tenants should not relocate or tamper with Depot donation boxes, promotional materials, displays, or digital signage without prior authorization from the Depot Management Staff.
- Placement of signs, advertising materials, showcases, or other articles in Common Areas, including on the exterior of the perimeter walls of the Leased Premises, is not permitted without prior written approval from Depot Management.
- Tenants shall not install, place, or permit to be installed or placed any lights, fixtures, decorations of any sort or any flashing, blinking, neon or animated signs or lights in windows or areas visible to public view.
- All items of clutter left in common areas, hallways, or any non-leased space without permission will be removed and disposed of by a contracted mover and costs will be invoiced to the tenant.
- Tenants shall not invite to, or permit to visit, its Leased Premises, persons in such numbers or under such conditions as may interfere with the use and enjoyment by others of the Common Areas. If a tenant wishes to use a Common Area in such a manner, please follow the Special Events, Exhibits, Displays, procedures outlined in the



“Tenant’s Guide to Special Events Planning at the St. Louis County Depot” section.

- Fire corridors, exits and stairways are for emergency use only. Should a Tenant cause such an area to be obstructed, said Tenant will be liable for all penalties or charges assessed against St. Louis County as a result.
- St. Louis County will provide reasonable notice if maintenance or improvement projects will impact tenants’ ability to use common spaces.

## Pest Management Services

Tenants are REQUIRED to report all pest, insect, and rodent issues to the Management Office IMMEDIATELY.

Pest management services are provided through SLC. This includes:

- Integrated pest management services to tenant premises
- Emergency re-treatments at no extra charge

Please see Tips for Minimizing Pest Issues in Storage Areas. *Attached Appendix G.*

There is only *one* Pest Control Company insured and certified to do work in the St. Louis County Depot:

Innovative Pest Solutions  
822 Tower Ave  
Superior, WI 54880-2273  
800-631-6046

# Tenant's Guide to Special Events Planning at the St. Louis County Depot

## Introduction

This guide has been created to give you – the event planner – all the important information you need to ensure your event is a success and to assist you with filling out the St. Louis County Depot Tenant Special Event Request Form. This form is **required** in order to hold any event, special event, or special exhibit in any space at the Depot. Compliance with the requirements set forth below is necessary to ensure avoidance of conflicts and to allow all of The Depot tenants enjoyment of their leased and common spaces.

Tenants can book spaces 18 months in advance. The Management Office is available to conduct planning sessions with tenants in order to plan long-term events/exhibits, answer questions, and facilitate the best strategies to partner with you for your events and exhibits if desired.

In this guide you will find information on the following:

- Tips on completing the St. Louis County Depot Tenant Special Event Request Form
- Tips on completing the St. Louis County Depot Tenant Special Exhibit Request Form
- Event safety guidelines
- Event services
- Event checklists

## Completing the St. Louis County Depot Tenant Special Events Request Form

(See attached Appendix B)

### Deadline

The St. Louis County Depot Tenant Event Request Form must be submitted a minimum of **six (6) weeks prior** to your event (if form is not received by required date, your request may not be granted or a late fee will be assessed). When you begin planning the event, please keep this submittal deadline in mind. If you have information to share before the deadline, please share it with the Management Office. Don't hesitate to ask questions at any stage of the planning process.

Also keep in mind that you may reserve space on the calendar up to 18 months in advance and complete the Event Request Form closer to the date. In order to reserve space as desired, please submit requests as far in advance as possible to avoid conflicts.

### Headcount / Occupancy

It's important to provide us with a complete number of individuals who will be at your event and a detailed floor plan of the event layout so SLC (St. Louis County) can determine a safe number who can be in your event space at any given time. This head count includes staff, guests, media, and security. Based on your headcount and the occupancy of the designated event space your event may require Duluth Police Department officers and/or extra security to safeguard your guests.

### Deliveries

- If your special event requires large deliveries that require movement through public space, please follow the delivery guidelines set forth above.
- Some examples of a large delivery include anything that requires a dolly, lift, crane, or other heavy equipment, such as appliances, rigging, pianos and other musical equipment, booths, and other large furniture.

## Catering for Special Events

- Gas burners, convection ovens, induction burners or cooktops, and appliances with exposed heating elements are strictly prohibited.
- Cooking is prohibited.
- Caterers may warm pre-cooked food using food warmers / chafing dishes and slow cookers.
- Warming devices shall have temperature settings that do not exceed 210 degrees and must be electrically powered.
- All catering equipment/elements must be rated for commercial use, and carry UL approved / tested or equivalent electrical safety certification and appear on the floor plan. No appliances designated or labeled for household use shall be permitted.
- All appliances must carry the proper certification for their intended use. All appliances must be used in accordance with their manufacturer's recommendations.
- All electrical equipment / components must be grounded; there are NO exceptions.
- All table displays / centerpieces must be stabilized.
- Permittee is solely responsible for following all rules and regulations set forth by the MN Department of Health, including but not limited to getting the appropriate permits and licenses.

## Alcohol Serving and Selling

There are a number of tenants that hold various licenses to sell and serve alcohol at the St. Louis County Depot. Additionally, tenants may hire any licensed caterer to serve alcohol at any qualified event if the tenants hold current insurance, licenses, and comply with the City of Duluth's guidelines, which are available at the City's website, <https://duluthmn.gov/city-clerk/licenses-permits/liquor-licensing/>, and they comply with all requirements of the City of Duluth Code, specifically including Sec. 8-69, which provides that a tenant at the St. Louis County Depot may hire a licensed seller if the tenant notifies The Depot Director (formerly Board of Directors) and both the City and the County before the 20<sup>th</sup> day of any month (see rules, sec. 38) for the full code.

## Special Event Safety Guidelines

### General Rules

- All Special Events must have an event primary contact.
- Construction activities shall adhere to all applicable building code and safety procedures established by OSHA, local, and federal governments.
- All safety rules apply at all times, especially during load out.
- Egress/ingress must remain unobstructed at all times.
- Public and work-spaces must be kept clear of tripping hazards.
- St. Louis County and The Depot management reserves the right to request more info in the case of any event.
- All events must include an event checklist and signature.
- The event sponsor must agree in writing to indemnify St. Louis County and The Depot from and defend against any and all liability arising from the event.

**Please Note: Failure to comply will result in a work stoppage until corrections are made.**

Electrical Requirements must comply with local, state, and federal guidelines.

### Cable Arrangement

- Cables must be covered by Gaffer's tape only.
- All electrical cords must be clear of any and all items including sand bags and/or personal belongings.
- Electrical cords may not be placed under flooring of any kind (wood/carpet/vinyl, decal, etc.) at any time.
- Cables must not be run in areas of guest or public egress, or in areas where the guests or the public are likely to walk.

## Alcohol

- Must submit a liquor license with the City of Duluth
- Must have liquor liability insurance
- Must abide by all City of Duluth and State of Minnesota laws and guidelines
- Guests must be IDed and 21+ years of age in order to receive an alcoholic beverage
- Guests may not exit the designated Special Event space with any alcoholic beverages
- Third-party security may be required

## Prohibited Items for Events in the Great Hall

- Open heating elements (Open flames, gas burners, coils, and candles)
- Toxic substances
- “Hot-work” sawing, painting, or construction – assembly only
- Any objects blocking air vents
- Helium balloons
- Smoke, haze, fog, particle and dry ice
- Aerosols of any kind
- Generators
- Air compressors
- Propane tanks
- Helium tanks
- More than one gallon of water used in décor items or props
- Loose sand
- Potentially harmful giveaway items such as matches

## Event Services and Fees

### Housekeeping

Tenants must clean up after every event. Failure to properly clean after an event and in time for opening the following day will incur extra cleaning fees outlined in the Fee Schedule, attached as Appendix F. This includes the following expectations, also listed on the Event Checklist, after:

- Clean all refuse, including napkins, disposable plates, cutlery, and glassware.
- All refuse must be properly disposed of. This means recyclable materials must be placed in the recycling bins, cardboard in the cardboard bins, and all trash in the dumpster outside the building.
- All food must be removed from all common areas, including the kitchen space off the Great Hall.
- Any items left in the all common areas, including the kitchen space off the Great Hall, will be disposed of or stored elsewhere unless prior arrangements have been made with the management office.
- The floor must be swept and cleared of all debris.
- All surfaces must be wiped down/cleaned (if they incurred dirt/debris in the course of an event).
- All chairs and tables must be removed and stowed in their appointed spaces.
- Any residual décor must be removed by opening time the following day.
- All Depot rack cards or signage must be returned to its original place.
- Digital signage should be on and in working order.
- Any Great Hall furniture must be returned to its appointed space.

### Booking the Great Hall

- All event activity must happen within the dedicated event space.
- Tenants can reserve and use public space in the St. Louis County Depot up to

three times per year if all guidelines are met. If a tenant reserves the space for an event that includes non-tenants, the event is subject to non-tenant fees. Above and beyond three times per year, tenants will incur a fee for use of public spaces.

- Tenants who host events outside the scope of their organizations will be subject to rental fees (see Fee Schedule, Appendix F ) and must follow all guidelines, including supervisory roles.
- Special Exhibits are not to be considered Events.
- No event or exhibit shall limit entrance, egress, signage, or access of any kind from exhibit, staff, volunteer, or guest during regular business hours without prior written permission, submitted along with all other event paperwork, six (6) weeks prior to the event.
- All safety guidelines and general rules apply.
- All events in any common area, including the Great Hall, must begin and end with respect for public open hours. Event setup/tear-down must not interfere with public enjoyment/access.
- Common space outside the Great Hall is not to be used for storage during your event unless booked in advance.
- Tenants can begin set up at 3:00pm for after hour events (if the space is available and not already in use.) If more time is needed to set up, a request for special accommodations must be included in the Special Event Request Form. Failure to include this request at the time the Special Event Request Form is submitted may result in the request not be granted, or additional fees being imposed.
- Signage must be put in place if set up begins any time prior to the building's regularly scheduled closing time. Signage should indicate that set up is in progress for a particular event and that visitors are still welcome to access the space.
- Clear walkways must be maintained for guests to access all exhibits and other programming if set up begins any time prior to the building's regularly scheduled closing time.
- Event set-up can begin as early as 3:00pm, as long as the guidelines above are followed and guests are still able to access all open exhibits, restrooms, exits, elevators, and does not interfere with other programming or events.
- Events must be completely broken down and cleaned by the start of Hours of Operation the following day. This includes the kitchen and any storage areas used.



All materials left in these areas will be disposed of and costs will be invoiced to the tenant.

- Any extra cleaning charges incurred will be charged to the tenant at a rate of \$100/hour with a minimum of two hours, as outlined in the Fee Schedule, Appendix F.
- Tenants who plan to use Depot-owned tables and chairs must reserve them at the time they fill out the Special Event Request Form. Tables & chairs are free for tenant use.
- All damaged, missing, or destroyed items will be charged as outlined in the Event Fee Schedule, Appendix F.

**Please see the Depot Event Checklist to be used as a guide in hosting events at The Depot.** *See attached in the Special Events Request Forms, Appendix B.* At the conclusion of event, place a signed copy of this checklist in the drop box located near the management office.

## Booking Small Meeting Rooms

- Tenants have unlimited access to the Boardroom, Classroom, Rehearsal room, and other small rentable rooms on Skedda if all conditions are met.
- All activities must happen within the dedicated rented space.
- In the spirit of fairness, the Director can refuse reservations that abuse the “common use” nature of the rented space.
- Please do not book time that you do not intend to use.
- If using a room after hours, the tenant is responsible for locking the doors and turning off the lights, as well as ensuring that the main entrance is secure.
- Tenants may not sublease any room.
- Tenants may book a room through our online reservation system, Skedda. If you need a Skedda account, please email [depotservices@stlouiscountymn.gov](mailto:depotservices@stlouiscountymn.gov)
- All safety guidelines and general rules apply.
- All debris, food, pamphlets, agendas, extra tables, etc. must be cleared at the end of your meeting.
- As equipment is added to the room, tenants will be required to undertake training in order to use it. Additionally, tenants may be asked to check out and check in such equipment.

- Any extra cleaning required will be charged to the tenant at a rate of \$60/hour, with a minimum of two hours charged.

## Special Exhibit Request Form

The St. Louis County Depot Tenant Special Exhibit Request Form must be submitted and approved in order for any exhibits to be held within any unleased, common areas of the building. This includes both large scale exhibits that require the entire Great Hall and small exhibits that will be placed in hallways or any unleased space.

Please complete a St. Louis County Depot Tenant Special Exhibit Request Form (*See attached Appendix E*). Additional information may be required based on the details provided. Requests must be submitted a MINIMUM of six (6) weeks prior to your exhibit.

## Tenant's Guide to Renting The Depot Theatre

### Introduction

Much like the special events request guide, this theatre guide has been created to give you – the event planner – all the important information you need to ensure your event is a success and to assist you with filling out the St. Louis County Depot Theatre Request Form. This form is required in order to hold any event, performance, or special exhibit in any space at the Depot. Compliance with the requirements set forth below is necessary to ensure avoidance of conflicts and to allow all of The Depot tenants enjoyment of their leased and common spaces.

The Depot Theatre is a mid-sized theatre with a modular stage with thrust capabilities and an orchestra pit, with a backstage scene shop and truck load access. It features new seating for up to 275 people, with removable seats for accessibility. Stage left provides primary wing space, and under the stage are dressing rooms, bathrooms, and a green room.

Tenants have access to renting The Depot Theatre at a low cost. Please see the fee schedule for rate (*Appendix F*).

# Receiving and Delivery

Tenants *must* be on-site to accept and sign for all large deliveries and arrange for the immediate transport of those items to their space or storage location. Tenants shall not permit any delivery vehicles servicing their Leased Premises to park in front of or otherwise block any entrance to the building or the sidewalk adjacent thereto.

In addition, the trucking company should be informed that they must transfer their delivery onto rubber-wheeled hand trucks in order to transport materials within the St. Louis County Depot.

Ideal Delivery Times Are: 7 AM – 8 AM  
6 PM – 11 PM

For large moves or equipment delivery, Tenants must notify the Management Office in writing via email to [depotoperations@stlouiscountymn.gov](mailto:depotoperations@stlouiscountymn.gov) at least forty-eight (48) hours in advance of intended move so that the coordination of the various parties in the St. Louis County Depot is possible. Use of the Loading Dock will be allowed provided appropriate notice is given and approvals obtained by Tenants.

## Cleaning

All common areas in the St. Louis County Depot are cleaned by janitorial personnel. *Cleaning inside tenant spaces is the responsibility of each tenant.* Tenants are welcome to contract any licensed, bonded professional cleaning staff available. However, for tenants that elect to care for their spaces, recommended cleaning regiments are as follows:

### Carpets

Thorough carpet care requires a professionally organized program that includes deep shampooing in combination with power pile lifting, as well as ongoing spot cleaning. Instituting an ongoing maintenance program to keep carpeting free from grit will maintain the carpet in peak condition for many years. This type of program has the

added advantage of enhancing the fresh, clean look in your space.

## Floors

Prolonging the life and beauty of any floor requires a combination of proper maintenance techniques (sealing, waxing and buffing) and specialized equipment. Wooden, tile and marble floors often require special care on a regular basis to preserve their natural appeal and lifespan.

## Upholstery

Upholstery should be vacuumed and cleaned on a regular basis with spot-cleaning done as necessary. Dirt in furniture retains odors and mutes the colors of the fabric. Stains make the furniture appear unsightly. This can be critical when considering the professional, first-class image of your space at the St. Louis County Depot.

## Walls

It is recommended that you have your walls washed and painted as needed. This will help to keep marks on the walls to a minimum and will also add to the fresh, clean appearance of your space.

## Exhibits

Many exhibits, particularly those frequented by children, will suffer from wear and tear. It is imperative to maintain these exhibits in good working order and also to practice the best sanitation measure possible in these circumstances, as children are susceptible to outbreaks and failure to clean/maintain exhibits can result in sickness (or worse). It is each tenant's responsibility to clean, repair, and maintain their exhibits.

## Miscellaneous

Other areas in your space might also have special cleaning needs. Private bathrooms, interior glass walls, wood furniture, etc. all have special cleaning and care needs to keep them in top condition.

# Tenant Services

## Amenities

The St. Louis County Depot provides many services. The following list identifies services which you or your customer may wish to utilize:

Electronic Doors:	Electronic daily lock & unlock.
ATM:	There is an ATM in the lobby area adjacent to the Main level women's bathrooms.
Post Office Boxes:	All tenants shall have access to a post office box. Only tenants of the St. Louis County Depot may have a post office box. As of January 2023, a new mailroom will be established (in the box office closet). All packages & mail will be delivered to this secure location.
Rest Rooms:	Public restrooms are located on the Main floor and also on the track level near Elevator 1.
Security:	Nightly security sweep.

## ATM

Our ATM is managed by Lake Superior Railroad Museum. In the event of malfunction, please call the museum office.

## Mailroom

*As of January 2023, a new mailroom will be established (in the box office closet). All packages & mail will be delivered to this secure location.*

- *Mailboxes:* The USPS will provide all tenants with a locked box at the time of move-in. Tenants may duplicate their keys, at their own expense, indefinitely. At the time of move-out, the USPS will change the lock and assign the box number to any incoming tenant(s). Please note that the St. Louis County Depot does not

hold copies to individual mailboxes. Tenants must fill out a change of address form in a timely fashion. Only tenants on a lease with St. Louis County may receive mail at the St. Louis County Depot.

- *Parcels:* Packages will be dropped off right in the mailroom. If you are expecting a valuable package, please use tracking technology and meet the letter carrier in order to receive such deliveries.
- We also ask that outgoing mail is put in the outgoing mailbox in the mailroom.

## Heating, Ventilation and Air Conditioning

For your convenience, HVAC is supplied either to your individual space or to the adjacent common area.

The overall temperature of the St. Louis County Depot is maintained at a comfortable level and is centrally controlled.

Please remember that even if your space feels cool in the morning, it will heat up as guest traffic builds through the day. A comfortable guest will spend more time in your exhibit and generate more engagement.

Please contact Depot Operations with any concerns regarding temperature at your location, or with any questions relating to heating or air conditioning.

## Trash and Recycling

The St. Louis County Depot provides trash and recycling services to all tenants at the Depot. Services are as follows:

- 6 yard cardboard recycling picked up weekly on Monday (Track Side)
- 6 yard waste dumpster picked up twice a week on Mondays and Fridays (Track Side)

- 8 96-gallon recycling totes picked up weekly on Wednesday (2<sup>nd</sup> Floor SideDoor)
- 4 yard waste dumpster picked weekly on Monday (Michigan Street Loading Dock)

Any trash placed in cardboard/other recycling will be charged as a fee. As these fees are incurred, the price for trash services, and therefore billable utility payments, will increase. Please avoid this error. Tenants shall not place on the sidewalk or street adjacent to the building or in the Common Areas outside their Leased Premises any trash or recyclables for pickup.

Extra trash services are available for events etc. outlined in the fee schedule.

Temporary dumpster keys are available in the management office.

## Wi-Fi and Phones

The St. Louis County Depot provides basic building-wide **wi-fi** to guests and tenants. Citon is currently the preferred vendor. However, tenants may contract for their own wi-fi/internet package. Additionally, any service needs to the building-wide basic service is at the expense of the tenant.

Tenants may choose to purchase **phone** services through the building-wide provider. To opt into the building-wide phone program, contact [depotoperations@stlouiscountymn.gov](mailto:depotoperations@stlouiscountymn.gov). Contracts are specific to each tenant.

# Marketing and Advertising Opportunities

St. Louis County continually markets the St. Louis County Depot to the public. The annual marketing campaign incorporates advertising, public relations, and ongoing public events. Our messages are tailored to reach daily visitors, regular donors and volunteers, and guests from all over the world.

The Depot Marketing team is used to establish and develop advertising and promotional programs, seasonal décor and special events. In addition to directing guests to the St. Louis County Depot, we offer a number of opportunities for you to direct those guests to your organization. Following is a list of those opportunities. Updated memos will be sent to your business with more specific information on many of these opportunities.

**Tenants are required to use “St. Louis County Depot” or “The Depot” in their marketing and outreach when referencing the building.**

Regularly tenants will receive marketing updates with information about events, exhibits, programming, and other opportunities.

Should you be interested in any of the below opportunities, to be added to the Marketing Update, or have any questions regarding them, please contact [depotservices@stlouiscountymn.gov](mailto:depotservices@stlouiscountymn.gov).

## Marketing Opportunities

1. St. Louis County Depot Website - [www.experiencethedepot.org](http://www.experiencethedepot.org)
  - Please email the marketing team with any promotions, events, calls, or exhibits you would like to put on the website.
  - Any information should be submitted at least two (2) weeks prior to desired posting date.
  - Please send high quality .jpegs if you would like images posted.



- Please send links to tickets, Facebook pages, and/or websites if you would like these included.

## 2. Social Media

- Facebook – we have thousands of Facebook followers and use our page to promote tenant offerings and events. Please send any content you’d like promoted, and tag “[St. Louis County Depot](#)” in your posts about your location here.
- Instagram – we have grown our Instagram followers over the years. We use Instagram to promote the St. Louis County Depot as a performing, exhibiting, traveling, and architectural destination. We promote tenants and events through the use of organic posts and Instagram Stories. Please send any content you’d like promoted and tag “[St. Louis County Depot](#)” in your posts about your Depot story.
- YouTube – We use our page/channel to promote the St. Louis County Depot as a complete destination: shopping, dining, errands, tourism all under one roof. Please send any video content you’d like promoted.
- The building wide hashtag is “#experiencethedepot”.

## 3. Newsletters

- “Community Connection”: This is a direct line to thousands of subscribers and is a direct line to SLC employees. Please share any relevant update, cultural information, images to share, and/or events about your organization. Email [depotservices@stlouiscountymn.gov](mailto:depotservices@stlouiscountymn.gov). Please note that some information may be shared with discrete segments of our database depending on customer demographics.

## 4. St. Louis County Depot Signage

- The St. Louis County Depot Marketing Team will provide updated, cohesive signage to assist in wayfinding and identifying your organization. This includes outdoor areas, elevators, hallways, and other common areas. The St. Louis County Depot will utilize its own unique brand on public signage, but can incorporate some organizations’ logos, colors, and fonts where appropriate.

5. Tenant Events & Promotions

- St. Louis County produces themed events to help organizations and vendors meet new guests. Events may include Movies on Michigan, Deck the Depot, Bienvenue Coffee Fest, Great Hall Marketplace, Eek! The Depot, and more.
- Tenants are offered an annual use of the Great Hall for their own events. They can use the Great Hall for this purpose up to three times per year, and must adhere to Event Guidelines. If interested, please reach out to [depotservices@stlouiscountymn.gov](mailto:depotservices@stlouiscountymn.gov) no less than six (6) weeks before the event and event forms must be submitted. *All event requests are subject to availability.*
- Tenants are able to book spaces 18 months in advance.
- Space reservations can be made online on Skedda. To be set up with a Skedda account, please email [depotservices@stlouiscountymn.gov](mailto:depotservices@stlouiscountymn.gov)

6. Other Media

- From time to time, we will have access to radio, television, online, and other media opportunities. Please keep this in mind and communicate any potential events/exhibits ahead of time to take advantage of these opportunities.

7. Creative/Design Firm

- We have a current contract with Graphic Science design, who designed our logo, updated our style-guide, and created core content.
- The Depot has Style Guide to keep building brand consistent and recognizable. *See attached at the end of the handbook.*

## Signage Specifications

The St. Louis County Depot has implemented digital signage throughout the building. Tenants may utilize signage to promote sales, events, exhibits, etc.

- Current sign locations: Great Hall, 3<sup>rd</sup> Floor Elevator, 2<sup>nd</sup> Floor, and Track Level.
- Digital signage requests must be submitted via email to [depotservices@stlouiscountymn.org](mailto:depotservices@stlouiscountymn.org) at least 2 weeks prior to requested posting date.
- Failure to submit as required may result in requests not being granted or fees for expediting being imposed.

Tenants are free to post any signage, rack cards, and other marketing materials they wish **within** their Leased Premises. Wall space outside your Leased Premises is considered a Common Area. Posting in common areas is not allowed without prior written approval.

Signs should **never** be taped to the walls or glass. Approved signs should be placed in sign holders that are available by request at [depotservices@stlouiscountymn.gov](mailto:depotservices@stlouiscountymn.gov).

Leased Premises Naming Rights: Tenants may name areas within their Leased Premises; however, names of spaces are not permanent and are only guaranteed for the duration of the Lease. Selling naming rights of spaces must include this clause in the sponsorship.

# Maintenance Assistance

To request assistance from the St. Louis County Depot Maintenance staff, please follow the procedures listed below. Billing for such work will appear on your next regular monthly invoice.

## Procedures

**Please remember that regular Leased Premises maintenance is the responsibility of the tenant.**

Tenant leases cover specific maintenance. Everything else is your responsibility (lights, cleaning, etc.) When requesting anything outside the scope of tenant leases, it will be billed and will appear in the monthly tenant rent statements. (*Fee Schedule, attached as Appendix F.*)

Email maintenance issues and requests to [depotoperations@stlouiscountymn.gov](mailto:depotoperations@stlouiscountymn.gov). Non-emergency requests will be submitted to St. Louis County Property Management and will be addressed between the hours of 8:00 a.m. to 2:00p.m. Monday through Friday.

Maintenance requests must contain the following information:

- Tenant Organization
- Name of the person making the request.
- Nature of the request or problem (temperature, electrical, etc.)

Response time to the request will vary, but the following may be used as a guideline:

- Emergency – imminent damage to building/space likely – as soon as possible – call Depot Management Team if maintenance staff are not on site.
- Comfort call (temperature) – next available
- Cleaning – for common areas only - will be handled during the day by cleaning staff
- Other – times vary

# Keys

Please note that the Management and Maintenance Office has access to all tenant spaces but does NOT hold any keys to individual spaces. Instead, the Management and Maintenance Office holds a primary key that cannot be loaned out or duplicated. Security for tenant spaces is the responsibility of each tenant. Unauthorized access by tenants to spaces not contained within their lease, common spaces, public spaces, or spaces considered ingress/egress or easement, without permission, is strictly prohibited. Such unauthorized access will be considered a material violation of your lease and will be addressed accordingly.

If you would like additional keys made to any locks, we can make additional keys for you for a charge. Depending on your security needs, we can provide the following additional services:

- Separate keys to individual spaces
- Re-keying the entire space

In the interest of your organization's security, you should consider re-keying doors when keys are lost or when someone who has access to the keys leaves your employment, even if all keys are returned, as there is no guarantee that copies were not made.

Should you require any of the above-described services or if you need further information, please contact the Management Office at [depotoperations@stlouiscountymn.gov](mailto:depotoperations@stlouiscountymn.gov).

## Key Cards:

- Each tenant will be given up to 5 key cards for building access when public doors are locked.
- These keys will allow tenants access between 7 AM – 11 PM.
- If you need consistent access outside of these hours, please coordinate with the Management Office at least one (1) week in advance.
- If you enter the building before 7 AM or after 11 PM, even with a key card, you may set off building alarms unless prior arrangements have been made. Only

personnel with assigned alarm codes can enter the building during these times. A tenant who causes the building alarms to be set off due to failure to notify the Management Office as set forth in this section will be responsible for all associated costs.

- If you need additional key cards, you may purchase them from the Management Office. Fobs are also available for a price. Please see the Fee Schedule.
- Request for key cards must be made at least one (1) week in advance.
- **If you or your staff lose a keycard, you must report this to the Management Office immediately.**
- All requests for key cards should include first and last names of individuals. Any cards that are not active for six months will be deactivated. Organizations with seasonal employees/volunteers may choose to keep deactivated cards until the next season as a cost-saving measure, but will need to request re-activation the next season.
- Organizations should turn in any dormant key cards they do not plan to reuse to the Management Office. If reusing, an updated name should be provided by email [depotoperations@stlouiscountymn.gov](mailto:depotoperations@stlouiscountymn.gov).
- Please email [depotoperations@stlouiscountymn.gov](mailto:depotoperations@stlouiscountymn.gov) with requests for building doors to be unlocked outside regular business hours two weeks prior to the date needed.
- If you have reserved the use of the kitchen or classroom, please reach out to [depotoperations@stlouiscountymn.gov](mailto:depotoperations@stlouiscountymn.gov) to arrange to pick up a key for the space at least one week prior. Keys should be placed in the drop box outside of the management office immediately following your reserved time.

# Emergency

## Emergency Call List

The following list of local emergency numbers is provided for your information but please remember to call **Duluth Police Department at 911** to report any emergency.

Medical Emergency, Police, or FireEmergency	911
Management Office	218.390.3133 Mary Tennis's Cell Phone (Emergency Only)
Director's Office	218.733.7561
Maintenance Office	218.733.7513
GSSC Security Team	218.726.1606

Each person must become familiar with all provisions of these emergency procedures. Each Director/Manager should be responsible for assuring that each employee is aware of the emergency procedures. Everyone should know the Managers/Directors in their organization. It is the responsibility of the Directors and Managers to become familiar with individual space layouts and general personnel staffing levels, so that in an emergency an accurate headcount can be made during and after evacuation procedures.

# Emergency Response Procedures

In a building emergency, an alarm will sound. At this time, all occupants must evacuate using the following procedures.

## Evacuation Procedures

The safety of our guests and employees is our priority. Should an evacuation of the St. Louis County Depot prove necessary, an announcement will be made over the building's emergency public address system, by phone, or verbally by Duluth Police or Management staff.

In such an event, please proceed to:

- Orient your guests towards the nearest exit.
- Encourage your guests to remain calm, helping to prevent panic. Do not run.
- Do not use the elevators.
- When everyone is out, close the doors and leave via the nearest exit.

## Active Shooter Protocols

1. Evacuate or hide.
2. Call 911 when possible. If you cannot speak leave the line open so dispatch can listen.
3. If evacuation is possible, find an accessible escape path and leave immediately. Follow instructions of law enforcement.
4. If evacuation is not possible, find a place to hide.
5. If you are unable to evacuate or hide and your life is in danger the last resort is to take action.
6. While you are exiting the building:
  - a. Remain calm and follow instructions.
  - b. Do not take any items with you.



- c. Raise hands and spread fingers.
  - d. Avoid quick movement.
  - e. Avoid pointing and screaming.
7. Follow instructions of law enforcement and provide details to them.

## Bomb Threat by Telephone

1. If a bomb threat is received by telephone do not hang up. Try to gather detailed information:
  - Date
  - Time
  - Name of caller
  - Exact words
  - Location
  - Type of bomb
  - Time of detonation
2. If possible, get the attention of a co-worker and have them call 911. Otherwise, call 911 as soon as possible.
3. Notify your supervisor and forward any information gathered. Supervisors are required to report any information to the Management Office.

## Chemical Spill or Release

- Do not walk through the substance. If possible, prevent others from walking through the substance.
- Contact the Management Office and your supervisor.
- Supervisors are required to report any information to the Management Office.

## Safety Systems

St. Louis County Depot is equipped with an automatic and manual fire alarm and voice communication system. Alarms in the buildings are monitored by the St. Louis County Depot Fire Command Center, and they can be initiated in any of the following manners:

- Manually – Pull Station.
- Automatically – Activation of a heat detector or smoke detector in a work area.
- Automatically – Activation of a smoke detector in the duct system.
- Automatically – Sprinkler system flow switch activation.

## Fire Extinguisher Operation

Fire extinguisher types vary for different applications. Be sure the type of extinguisher being used is proper for the situation. Tenants that install fire extinguishers should seek training from the local suppliers.

## Fire, Smoke, or Explosion

1. Communicate the existence of an emergency requiring evacuation by pulling the fire alarm and calling 911.
2. Immediately exit the building. Exit routes are posted. Walk, don't run to the nearest stairway or exit. DO NOT USE ELEVATORS.
3. Assist clients/public that may not know the proper emergency procedures.
4. As soon as safe, notify your supervisor. Supervisors are required to report any information to the Management Office.
5. Assemble with your work group to end-point meeting location (determined by your organization in your safety plan).
6. Do not re-occupy the building until you receive the all-clear.

## Medical Emergency

1. Notify another person to call 911 and meet emergency personnel at a designated entrance, if possible. If no one else is around to help, call 911 yourself.

2. Administer first aid/CPR/AED if trained and willing.
3. Contact your supervisor to notify them of the medical emergency. Supervisors are required to report any information to the Management Office.

## Safety Threat by Telephone

1. Do not hang up. Gather accurate and detailed information such as:
  - Date
  - Time
  - Name of caller
  - Name of person(s) being threatened
  - Telephone numbers
  - Exact words
  - Additional details
2. Notify your supervisor and forward information that was gathered.
3. Supervisors to notify the police (911), then the Management Office.

## Safety Threat in Person

1. If subject is making an immediate threat in person and you need emergency assistance immediately, call 911.
2. Notify your supervisor. Supervisors are required to communicate with the Management Office.
3. As soon as possible, write down the following information and send it to the Management Office:
  - Names of those involved
  - Date
  - Time
  - Location
  - Details of the threat
  - Weapons
  - Injuries
  - Additional information

## Safety Threat by Written

1. Do not handle the document any more than necessary. It is evidence and needs to be secured.
2. Set the document down and don't let anyone touch it.
3. Gather the following information and give to your supervisor:
  - Date and time received
  - How it was received
  - Any information concerning who wrote and/or delivered the document
4. Supervisor to notify the police (911), then the Management Office.
5. Turn the documents over to law enforcement.

## Suspicious Mail

Letter or package delivery received via mail that has excess tape or string, strange writing, ridged or bulky, excess postage or other descriptive markings.

1. Handle with care. Don't shake or bump. Don't open, smell, touch, or taste.
2. Isolate the mail immediately.
3. Treat it as suspect. Call the police (911).
4. Give a detailed description of the mail:
  - Size
  - Location
  - Color
  - Identifying markings
5. Report to supervisor. Supervisors notify the Management Office.

## Suspicious Package

Box, backpack, case, etc.

1. Notify the police (911).
2. Notification should include a detailed description with the information below:
  - Size
  - Location

- Color
  - Identifying marks
3. Do not touch the suspicious object. If accidentally touched, wash hands with soap and water as soon as possible.
  4. Do not move the suspicious object. If the suspicious object is outside the building, leave it.
  5. If the object is a bomb or explosive device, immediately move away from it and call 911 (do not use a cell or radio in the area of the suspected bomb).
  6. Leave the area.

## Severe Weather Emergencies

1. Proceed to severe weather shelter areas. Report to organization-specific emergency procedures.
2. Stay away from large open areas and exterior windows.
3. Assist public to shelter areas.
4. Do not exit the shelter area until an all clear is given.
5. Report to supervisor as soon as possible. Supervisors notify the Management Office.

Weather Watch: Weather conditions are favorable for producing severe thunderstorms or tornados.

Weather Warning: Severe thunderstorms or tornados have been sighted in the area. Seek shelter immediately.

## Power Failure

The St. Louis County Depot is designed to minimize the risk of a general power failure resulting from causes within the building. Typically, should a power failure occur, it will affect either an isolated area of the building or some larger portion of the surrounding geographic area.

All exhibits and public areas are equipped with independently powered exit signs and emergency lights. These will remain lit in a general power failure.

If an electrical failure does occur, the following guidelines should be observed:

- Contact the Maintenance Office at [depotoperations@stlouiscountymn.gov](mailto:depotoperations@stlouiscountymn.gov).
- If you are instructed to evacuate, lock all areas.
- Do not congregate in public building areas but at your designated congregation point.
- If you are trapped in an elevator during a power failure, wait for assistance. Your elevator will cease operation, but it WILL NOT FALL. Do not force open the doors or try to escape through the roof hatch. DO NOT PANIC.
- The Management Office and Duluth Police Department will attempt to advise you regarding the length and cause of the power failure as soon as possible.

## Water Leaks

Persons discovering water leaks should immediately report them to the Management Office at [depotoperations@stlouiscountymn.gov](mailto:depotoperations@stlouiscountymn.gov).

Be certain to give your name, organization name, location, and extent of leak. If water is coming through the ceiling and it is feasible, close all open receptacles in the vicinity of the leak, move papers or work in progress, and place waste baskets or buckets under leak(s) and move artifacts.

Turn off machines only if a remote switch is available. Under no circumstances should machines be turned off if someone has to stand in water to turn them off. All electric devices and machines within the water leak area should be avoided by occupants.

Plumbers and emergency clean-up crews will respond immediately to the scene. All persons should be kept clear of the water leak area.

## Media Events

If an unscheduled Media Event should take place within your space, the following

guidelines should be followed:

- Call Management at 218.733.7571.
- Call the Duluth Police Department at 911 if necessary.
- We suggest that you do not answer or comment on any questions that have not been approved by your Board/Oversight Committee.

# Security Overview

St. Louis County Depot security is provided by GSSC (Midwest Patrol). They patrol nightly at 11 PM and check all exhibits, doors, windows, alarms, etc. Occasionally, if there is an event scheduled after-hours, they will come at a later time. GSSC is also the first-alerted if any building alarms are tripped. The Depot is also monitored by various cameras. These cameras are in place for security, surveillance, and visitor count purposes. If you experience an incident that requires camera footage, please contact Depot Operations immediately.

**\*\*However, if there is an event scheduled for after-hours, please make sure that management knows at least one week prior so that they can push the security sweep to a later time. Failure to do so may result in the alarms going off and a law enforcement response. Tenants will be responsible for all costs associated with such a situation.**

GSSC can be recognized by their black and white uniforms, badges, and GSSC logo patches.

GSSC is trained in procedures of break-in situations and will respond accordingly.

GSSC is in contact with, and can call upon, the appropriate local agencies to assist in any emergency, if necessary. All tenants are requested to ensure that their staff is briefed on their own company policies with respect to emergencies and to confirm that these policies do not conflict with those of GSSC.

Duluth Police Department (Emergency)	911
GSSC	218.726.1606
Management Office	218.733.7571

## Your Space’s Security

**Security for your Leased Premises is your responsibility.** Make sure that your employees (part-time and full-time) are aware of your written policies regarding theft, vandalism, and other security issues.



GSSC will check and patrol common areas and service corridors. If they find a door open or unlocked after the St. Louis County Depot has closed, they will call the person on your Emergency Call List at the number listed. They will ask the person to come down to the St. Louis County Depot and check the space for evidence of burglary or vandalism. If they cannot reach the first person on the list, the officers will go down the list until someone is contacted.

Officers are not able to stand guard at a tenant's space for an indefinite period and will only do so pending the arrival of a key holder.

Every tenant must provide the Management Office with a written list of people that we can contact in after-hour emergency situations. These people should be listed in the order in which they should be contacted (at least three people should be listed). This list will be used only in the case of an emergency involving your space. Please email your emergency contact list to [depotoperations@stlouiscountymn.gov](mailto:depotoperations@stlouiscountymn.gov) with the following:

Organization Name	First Name	Last Name	Title	Email	Organization Tel.#	Mobile #
	1.		(i.e. Owner, Manager, Key Holder)			
	2.					
	3.					

As personnel changes, please contact [depotoperations@stlouiscountymn.gov](mailto:depotoperations@stlouiscountymn.gov) to update the Emergency Contact List which must include mobile telephone numbers. Any changes to this list which are not reported could result in critical time lost in future emergency situations.

The building alarms will be activated nightly at 11:00 p.m. and deactivated daily at 7 a.m. If it is necessary for employees to enter the building outside Normal Operating Hours organization operating hours, arrangements must be made at least 10 days in advance. Email the Management Office at [depotoperations@stlouiscountymn.gov](mailto:depotoperations@stlouiscountymn.gov) with such requests. Failure to provide adequate notification will result in fees being

imposed for expedited requests.

Tenants may request special changes to the alarm schedule due to events, etc., but must limit such requests to a maximum of three times a year.

No tenant shall be given access to alarm codes.

Tenants or their employees who enter the building outside of the General Building Hours and cause alarms to go off will be responsible for all costs and fees associated with such false alarms.

**Please email the Management Office at [depotoptions@stlouiscountymn.gov](mailto:depotoptions@stlouiscountymn.gov) if you are working after hours (audits, inventory, exhibit set up, etc.) so that we can avoid misunderstandings and false alarms.**

## Security Best Practices

- Lock all doors/windows in leased spaces when not in use including closets, mechanical rooms, etc.
- If you collect cash donations, clear out daily, staff areas where soliciting, and/or bring into secure area at night or whenever unattended.
- All exhibit spaces should be staffed/monitored by tenant organization.
- Propping locked doors is forbidden unless constantly monitored.
  - Propping doors especially during closed hours is a serious security threat. Failure to comply will be a factor in future lease negotiations.

## Intrusion Alarms

Individual organizations may install their own intrusion alarms, but they must adhere to the following guidelines:

- The first contact for the responding alarm company should be GSSC at [218.726.1606](tel:218.726.1606) with a designated person on your staff being the second contact.

- You must have written consent to install any alarms. Contact the Management Office at [depotoperations@stlouiscountymn.gov](mailto:depotoperations@stlouiscountymn.gov).
- You must have it installed professionally by a County-approved contractor.

# Guidelines for Crime Prevention and Reporting

When you deal with your cash donations, you are vulnerable to robbery. The following are suggestions to keep in mind:

- Do not establish a routine. Avoid habits in times and routes.
- Do not always use the same identifiable bag to carry money to the bank.
- Do not always empty your donation box/cash register at the same time.
- Do not always use the same person to carry cash bags to the bank.
- When counting money or working on figures, always have someone looking out for you. Look up and about frequently to show that you are alert. Do not count money in public view.
- Do not always cash out in the same place every evening. Select two or three places and use them at random.
- Make several deposits with your bank during the day when necessary.
- Do not leave large amounts of cash in your space at any time. Leave only enough cash to make change.

## Theft

Always remember, prevention is better than cure. If you stay alert and observant, you will discourage theft from your space. In the event of theft, call 911.

When you see a suspect try to always keep them in sight but do not approach them. Call 911. Let the police handle it when they arrive.

## Robbery

In the event of a robbery, call 911 at your first opportunity.

If a person comes into your space with a weapon and makes a demand, try to remain calm, cooperate, and, if possible, make note of the suspect's appearance and any distinguishing marks.

*Notify Depot Management when possible.*

## **Burglaries**

If you discover that there has been a break-in at your organization, take the following steps:

- Do not enter the space. Your safety is more important than money or property. Call 911.

After the Police arrive, follow their directions. Notify Depot Management when possible.

## **Public Health Crisis**

In the event of a local, federal, and/or global health crisis, emergency procedures will be in effect according to health authorities and may limit or preclude sections and/or the entirety of this handbook.

**Depot Management will notify all tenants of criminal activity, information about suspects, requests, etc., as soon as practical after the incident.**

# **APPENDIX A**

ST. LOUIS COUNTY DEPOT GUIDE TO SPECIAL EVENTS

(See following page)



# THE GREAT HALL EVENT PLANNING HANDBOOK

THE  
DEPOT





**This guide provides the information for a successful event and assists in completing the St. Louis County Special Events Request Form, which is required for events in the Great Hall & adjacent rooms at The Depot.**

**Anyone can book our spaces at The Depot if their event meets our guidelines, includes necessary professional services, coordinates with our event manager if needed, and meets insurance requirements.**

# HANDBOOK INTRODUCTION



## TENANT ONLY INFO

Each May, the Management Office will conduct planning sessions with Depot Tenants to plan long-term events/exhibits, answer questions, & facilitate the best strategies to partner with you for your events/exhibits. At these planning sessions, tenants may book common spaces up to 24 months in advance.

With the price of their rent, tenants can use public space in the St. Louis County Depot up to three times per year if all guidelines are met. If they are coordinating the space for non-tenants, they are subject to non-tenant fees. Above and beyond three (3) times per year, tenants will incur a fee.

Tenants who host events outside of the scope of their organizations will be subject to rental fees and must follow all guidelines.

Tenants may reserve the space up to 24 months in advance and submit the events form closer to the event.

## MISC. INFO

All event activities must happen within the dedicated event space. Special exhibits are not to be considered events. All events must begin and end with respect for public open hours. Event set-up and tear-down must not interfere with public enjoyment and access of the building. Event set-up can begin up to two hours before the building closes, if the guidelines are followed and guests are still able to access all open exhibits, restrooms, exits, and elevators.

Events must be completely broken down and cleaned by opening the following day. This includes the kitchen and any storage areas used. The Great Hall furniture must be put back in its original places. Event holders who plan to use Depot-owned tables and chairs must reserve them at the time they fill out the Special Events Request Form.

Event holders must provide an event checklist one week prior and must provide an after event checklist within one week and the event has ended. Event holders must use the tables and chairs checklist before and after the event. All damaged, missing, or destroyed items will be charged as outlined in the Fee Schedule.

Event holders must work with our contracted Events Manager on the event on staffing, organizing, and clean up of the event. The Events Manager has their own fee separate from The Depots but will be billed together and by the Events Manager.

## DEADLINE

Our events form should be submitted a **minimum of six (6) weeks** prior to your event. When you begin planning the event, please keep this deadline in mind. At any time in your planning process please feel free to email questions to [DepotServices@StLouisCountyMN.gov](mailto:DepotServices@StLouisCountyMN.gov)



# BOOKING OUR SPACES

THE  
DEPOT

## FILE LOCATION

The Special Events Request Form can be found at: [INSERT LINK](#)

## OCCUPANCY

It's important to provide us with a complete number of individuals who will be at your event and a detailed floor plan of the event layout so St. Louis County can determine a safe number of who can be there. This might include: staff, guests, media, and/or security. Based on your headcount and the occupancy of the designated event space, your event may require Duluth Police Department officers and/or extra security to safeguard your guests.

## DELIVERIES

Large deliveries that require movement through public space, including the Great Hall, cannot be made between 10am–3pm on weekdays unless arranged with the Management Office in advance. Some examples of a large delivery include anything that requires a dolly, lift, crane, or other heavy equipment such as appliances, rigging, pianos and other musical equipment, booths, and other large furniture.

## ALCOHOL SALES

There are several tenants that hold various licenses to sell and serve alcohol at The Depot. Additionally, event holders may hire any licensed caterer to serve alcohol at any qualified event if the caterer holds current insurance, licenses, and comply with the City of Duluth's guidelines. These guidelines may be found here: [www.duluthmn.gov/city-clerk/licenses-permits/liquor-licensing/](http://www.duluthmn.gov/city-clerk/licenses-permits/liquor-licensing/).

Event holders must also comply with all requirements of the City of Duluth Code, specifically including Sec. 8-69, which provides an event holder at the St. Louis County Depot may hire a licensed seller if they notify the Director and both the City and the County before the 20th day of any month. The Special Events Request Form serves as official notification.

## HOUSEKEEPING

Event holders must clean up after every event. Failure to properly clean after an event and in time for opening the following day will incur extra cleaning fees outlined in the Fee Schedule. Please see the Event Checklist for all cleaning

requirements.

## CATERING

Cooking on site is strictly prohibited along with gas burners, convection ovens, induction burners or cooktops, and appliances with exposed heating elements. Caterers may warm pre-cooked food using food warmers/chafing dishes and slow cookers. Warming devices shall have temperature settings that do not exceed 210° F and must be electrically powered.

All catering equipment must be rated for commercial use, and carry UL approved/test or equivalent electrical safety certification and appear on the floor plan. No appliances designated or labeled for household use shall be permitted.

All appliances must carry the proper certification for their intended use and must be used in accordance with their manufacturer's recommendations.

All electrical equipment/components **MUST** be grounded—there are no exceptions.

All table displays/centerpieces must be stabilized. Permittee is solely responsible for following all rules and regulations set forth by the MN Department of Health, including but not limited to getting the appropriate

# UNDERSTANDING SPECIAL EVENTS REQUEST FORM

## GENERAL RULES

- All events must have an event sponsor
- Construction activities shall adhere to all applicable safety procedures established by OSHA, local, and federal governments
- Egress/ingress must be kept clear at all times
- Equipment, tools and event elements must never be placed in front of entrances and exits
- Public and work-spaces must be kept clear of tripping hazards
- St. Louis County reserves the right to request more info in the case of any event
- All events must include an event checklist and signature
- All safety rules apply at all times, especially during load out
- The event sponsor must agree in writing to indemnify the county from and defend the county against any and all liability arising from the event

## ALCOHOL RULES

- Must obtain a liquor license with the City of Duluth and abide by all city of Duluth and state of Minnesota laws and guidelines
- Must have liquor liability license
- Guests must be ID'd and 21+ years of age in order to receive an alcoholic beverage
- Guests may not exit event space with any alcoholic beverages
- Third-party security may be required

## CABLE ARRANGEMENT

Cables must be covered by Gaffer's tape only. All electrical cords must be clear of any and all items including sand bags and/or personal belongings. Electrical cords may not be placed under flooring of any kind at any time. Cables must not be run in areas of guest or public egress, or in areas where the guest or the public are likely to walk.

## EVENT INSPECTION

The need for event inspection with be decided by St. Louis County (SLC) on a case-by-case basis. If it is required, an inspection with SLC staff or our contracted events management as well as members of your events team will be scheduled about 30-60 minutes before your event opens to your guests. Changes or adjustments may be needed at the time of inspection to maintain a safe environment. SLC will not be responsible for delays or costs associated with the latter.

## PROHIBITED ITEMS

- Any open heating elements- open flames, candles, oils, gas burners, etc
- Paint, stain, varnish, toxic substances, aerosols of any kind
- Hot-work sawing, painting, or construction-assembly only
- Motorized or self-propelled equipment or pneumatic tools
- Powder or other fuel actuated fastening tools
- Any objects blocking air vents
- Helium balloons or helium tanks
- Smokes, haze, fog, particle, dry ice
- Generators
- Air compressors
- Propane tanks
- More than one gallon of water used in décor items or props
- Loose sand
- Potentially harmful giveaway items such as matches

# SAFETY AND RULES

THE  
DEPOT

ITEM	COST	TIME
<b>Chairs Per Chair</b> <i>Non-Tenant</i>	<b>\$5.00</b>	
<b>Tables Per Table</b> <i>Non-Tenant</i>	<b>\$10.00</b>	
<b>Chair Damage Replacement</b>	<b>\$50.00</b>	
<b>Table Damage Replacement</b>	<b>\$75.00</b>	
<b>Extra Trash Per 6 Yard Dumpster</b>	<b>\$350.00</b>	
<b>Evening Rental: Great Hall</b> <i>Non-Tenant</i>	<b>\$800.00</b>	<b>5-11pm</b>
<b>Evening Rental Great Hall Partner</b>	<b>\$150.00</b>	<b>5-11pm</b>
<b>Evening Rental Great Hall Non-Profit</b>	<b>\$300.00</b>	<b>5-11pm</b>
<b>Late Night Rental Per Hour</b> <i>Non-Tenant</i>	<b>\$200.00</b>	<b>After 11pm</b>
<b>Day Rental Great Hall</b> <i>Non-Tenant</i>	<b>\$1,000.00</b>	<b>12hrs</b>
<b>Day Rental Great Hall</b> <i>Non-Profit, Public Event</i>	<b>\$300.00</b>	
<b>Board Room Rental Per Half Day</b> <i>Non-Tenant</i>	<b>\$75.00</b>	<b>3.5hrs</b>
<b>Rehearsal Room Rental Per Half Day</b> <i>Non-Tenant</i>	<b>\$75.00</b>	<b>3.5hrs</b>
<b>Classroom Rental Per Half Day</b> <i>Non-Tenant</i>	<b>\$75.00</b>	<b>3.5hrs</b>
<b>Extra Key Cards For Event Personnel</b>	<b>\$10.00</b>	
<b>Full Facility Rental Per Evening</b>	<b>\$3,000.00</b>	

*\*The Depot Theatre offers special rates. For more information, please email Depot Services.*

# GREAT HALL FEES

THE  
DEPOT

- ☐ Filled out and returned **Special Events Request Form** to Depot Services
- ☐ Made necessary payments to Depot Management or the Events Manager
- ☐ Deliveries will be coordinated at appropriate times and locations to avoid disrupting daily guest experiences
- ☐ I made sure my form included requests for tables, chairs, stage pieces, sign holders and podium
- ☐ I need the digital signage or monitors turned off.
- ☐ I need the building doors to be unlocked out side of regular hours  
*regular hours are 10-5pm*
- ☐ I need the lighting adjusted
- ☐ I need access to additional rooms for my event Kitchen, Boardroom, Classroom, etc.

### IS ALCOHOL BEING SERVED?

YES ☐ NO ☐

### IF SO, WHO IS PROVIDING BAR SERVICES?

*This is very important so we can get it approved by the County Board*

# PRE-EVENT CHECKLIST

THE  
DEPOT

- ☐ Furniture has been returned to original placement
- ☐ Displays have been returned to original placement
- ☐ Marketing materials (such as maps, rack cards, etc.) have been returned to original placement
- ☐ Digital monitors have been turned back on
- ☐ All tables + chairs have been put away
- ☐ All garbage has been removed
- ☐ All rooms have been locked: table room, storage room, kitchen, theatre, etc.
- ☐ Loaned keys have been returned to the drop box
- ☐ Remove all equipment/décor/temporary signage
- ☐ Clean the bar + return to original location
- ☐ Any additional messes addressed/removed: linens, supplies, food beverages, spills, etc.
- ☐ All guests have left the building

#### KITCHEN, IF USED HAS BEEN CLEANED

- ☐ All items removed from the counter, floor, etc.
- ☐ Fridge cleared
- ☐ Trash stowed
- ☐ Surfaces wiped and sanitized

At the conclusion of your event, please place a signed copy of this checklist in the drop box, along with any loaned keys, near the management office, or give to a Depot Staff member or the Events Manager.

**PRIMARY CONTACT**

**SIGNATURE**

**DATE**

# POST-EVENT CHECKLIST

**THE  
DEPOT**





## WEB

[ExperienceTheDepot.org](http://ExperienceTheDepot.org)

## EMAIL

[DepotServices@StLouisCountyMN.gov](mailto:DepotServices@StLouisCountyMN.gov)

## PHONE

(218) 733-7571

**THE  
DEPOT**

## **APPENDIX B**

ST. LOUIS COUNTY DEPOT TENANT SPECIAL EVENT REQUEST

FORM (See following page)



# SPECIAL EVENTS REQUEST FORM

## SECTION 1 GENERAL INFO

The St. Louis County Depot Special Event Request Form must be submitted and approved in order for any events to be held within a designated event space in the building.

An event is an activity which includes one or more of the following: external catering, rental equipment, the rearrangement of current furniture, special guests/speakers, celebrities or public figures, substantial audio, visual or structural components, facility management needs or special security considerations and additional open building hours.

Please provide all information listed below. Additional information may be required based on the event details provided. **Requests must be submitted a minimum of six (6) weeks prior to your event.** Requests that are submitted without signature, incomplete or, if requested, without a floor plan, will not be processed.

Event date(s)		Requester organization		Name of event organizer	
Phone number		Mobile number		Email	
Date request submitted	Event title		Start time		End time
Designated event location(s) + additional spaces			Do you need access to any other Depot spaces?		
Nature of event <i>(detailed description, list any additional spaces)</i>					
Estimated number of attendees including staff			Is this event public or private?		
Is any part of the event space open to the public? If so, which part?					

## SECTION 2 DELIVERY DETAILS

Load in time

Load out time

Preferred entrance

Delivery items/rentals—list all elements/equipment being delivered

## SECTION 3 SECURITY AND DEPOT

Will private security be present?

Name of private security firm

Will your event require Depot event staff (if available)?

Number of staff

**Number of hours** *Note a four (4) hour minimum for this service. Depot staff required for non-tenants hosting events after-hours.*

## SECTION 4 MEDIA

Is media coverage expected?

Can we promote this event?

List invited & confirmed media

List media equipment

## SECTION 5 ADD. EVENT ELEMENTS

Will there be catering? List catering company \_\_\_\_\_ List all electrical and/or catering equipment needed \_\_\_\_\_

Will alcohol be served? \_\_\_\_\_ Who will be serving the alcohol? \_\_\_\_\_ In what areas will the alcohol be served? \_\_\_\_\_

Does the serving organization have a City of Duluth liquor license? \_\_\_\_\_ Have any special security provisions been made related to the service of alcohol? If yes, what are they? \_\_\_\_\_

List performers/entertainment/music \_\_\_\_\_ List instruments and equipment \_\_\_\_\_

Will you be renting depot tables/chairs? \_\_\_\_\_ Chair QTY \_\_\_\_\_ Table QTY \_\_\_\_\_

Will you use any A/V Equipment? If so, list equipment \_\_\_\_\_

Will you be using special lighting? Where/what? Be detailed and include a drawing \_\_\_\_\_

Will doors need unlocking beyond regular hours? \_\_\_\_\_ Do you need access to the Great Hall balcony? \_\_\_\_\_

# ADDITIONAL INFO & SIGNATURES

## FLOOR PLAN

When requested, a floor plan, detailing all elements within the event space, must be submitted with this form.

## ST. LOUIS COUNTY DEPOT SUPPORT SERVICES & FEES

Event support service requirements will be based on event details provided and determined by St. Louis County Management services. Services include, but are not limited to: elevator operator, fire guards, weekend event supervision and housekeeping. All fees must be paid by the Requester. For more info regarding services and fees, please refer to the “*The Great Hall Event Planning Handbook*” provided with this form, or you may contact the Director.

## SUBMISSION

You may submit your request electronically to St. Louis County, at [DepotServices@stlouiscountymn.gov](mailto:DepotServices@stlouiscountymn.gov) or in person at St. Louis County Depot Management Offices.

## BY SIGNING BELOW, YOU INDICATE THE FOLLOWING

You agree with the below policies and agree to comply with SLC’s safety rules and regulations as well as all state, county, and municipal requirements/permits, including: Health, Alcohol, OSHA, etc.

### Policy One

Promote safety, to facilitate the proper use of the St. Louis County Depot and to protect the facility, its guests, its employees, lessees/tenants and the public.

### Policy Two

Ensure all events must comply with all SLC’s safety rules and regulations for the St. Louis County Depot and any permit requirements of the City of Duluth. Requester will pay for any and all support services from SLC as deemed necessary for the event.

### Policy Three

You understand that all requests should be considered tentative until confirmation is received.

You have provided all up-to-date and complete information for this event on this request form, along with a detailed floor plan (if requested) and have submitted this form six (6) weeks prior to your event.

You acknowledge having received and read a copy of the “*The Great Hall Event Planning Handbook*”.

You have provided proof of insurance if necessary.

Any information not provided, or that has not been received prior to approval, may cause the event to be delayed or canceled at the sole expense of the Tenant/Requester.

Signature

Date

Title

# INTERNAL USE ONLY

Received on	Received by	Floor plan needed?	Security needed?
Tables/chairs checkout	Tables/chairs check in	Pre-event checklist	Post-event checklist
Extra cleaning needed?	Details		Cost
Chairs needed?	Details		Cost
Tables needed?	Details		Cost
Doors?	Details		Cost
Kitchen needed?	Details		Cost
Other spaces needed?	Details		Cost
Event manager/depot staff needed?	Details		Cost

## **APPENDIX C**

ST. LOUIS COUNTY DEPOT THEATRE RENTAL GUIDE  
(See following page)

**Theatre Information,  
Rental Process,  
Pricing and Policies**



**OUR EXPERTISE  
YOUR EVENT**

**THE  
DEPOT  
THEATRE**



**We provide the amenities of a traditional performing arts center with the approachability of a community center in an historic building in Downtown Duluth.**

The Depot Theatre is a mid-sized modular stage with thrust capabilities and an orchestra pit with a backstage scene shop and truck load access. It features new seating for up to 275 people, with removable seats for accessibility. Stage left provides primary wing space, and under the stage are dressing rooms, bathrooms, and a green room.

Rentals include necessary equipment such as a soundboard, lightboard, microphones, temporary storage, and options for light plot changes and rigging. During rental, Depot Theatre staff will happily collaborate to ensure your needs are met.

For visual presentations, the theatre offers 4K projections and supports CD, DVD, Blu-Ray, and 4K formats.

# WHAT ARE WE?

**THE  
DEPOT  
THEATRE**



## MISSION

The Depot is a landmark cornerstone of arts and cultural organizations that entertains, educates, inspires, and provides space for a diverse group of guests. The St. Louis County Depot provides new, engaging experiences; is a destination and a community center; and fosters community through education and entertainment that enhances the quality of life for visitors.

## VISION

To provide welcoming space and foster connections for distinctive educational and cultural activity.

## DIVERSITY, EQUITY, ACCESSIBILITY AND INCLUSION

The St. Louis County Depot is committed to being an accessible organization that celebrates and welcomes visitors of all backgrounds. We strive to provide programming that encourages lifelong learning and fosters engagement amongst people of any socioeconomic status, race, gender, sexual orientation, ability, ages and identity.

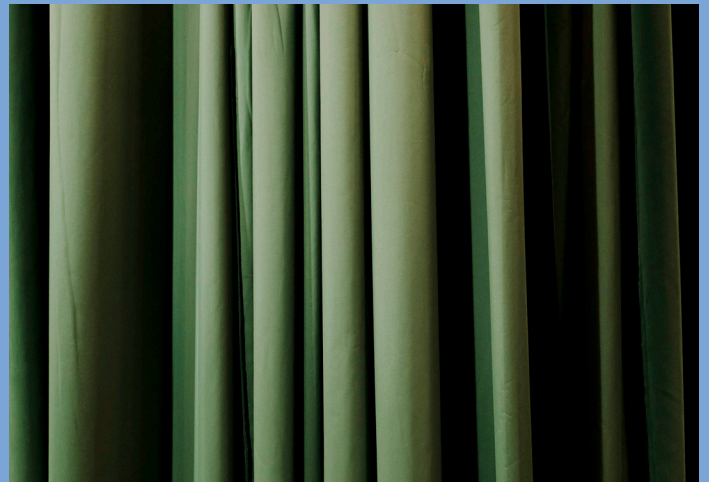
Education is a core value for organizations housed in The St. Louis County Depot, and we understand the importance of fostering an environment where all people are valued and respected as they explore the cultures, arts, and heritage of our region. We are committed to reaching underserved people through sustainable, inclusive programming.

It's our desire to create an environment in which equity, inclusion, and collaboration are at the forefront of all we do. The Depot strives to be an asset to our community by reflecting a rich diversity of perspectives and celebrating the people who call St. Louis County home.



# WHO ARE WE?

THE  
DEPOT  
THEATRE



OUR  
SPACE



WEEKLY USAGE

For Rehearsal & Performance  
7 Days, 7am—11pm

Tenants	\$750
Non Profit or Independent Artist	\$2,200
For Profit,	\$3,225

DAILY PERFORMANCE

For Performance Only  
Up to 3 Hours between 7am—11pm

Tenants	\$175
Non Profit or Independent Artist	\$550
For Profit	\$825

DAILY REHEARSAL

For Rehearsal Only  
7am—11pm

Tenants	\$100
Non Profit or Independent Artist	\$275
For Profit	\$400

ROTUNDA

Need extra space for receptions or gatherings? The adjacent Rotunda is available for rent at no extra cost. Conveniently located inside the Performance Wing doors, the Depot Theatre is easily accessible for both performers and attendees.

FIRST TIME RENTERS

First time renters must schedule a tour and a tech walk through and the Box Office must be rented separately.

WHAT’S INCLUDED

Rentals for performances, rehearsals, and weekly slots include: a sound board, light board, standard rigging, standard pit fill, microphones, storage during rental period, and a staff if needed.

Other items are available to rent, such as a projector, podiums, a Box Office, and more for additional fees and can be arranged with the Theatre Manager

Final booking arrangements and charges will be handled by the Theatre Manager.

If desired, performances can include poster design and social media assets to assist with event marketing.

For additional information please email: [DepotServices@St.LouisCountyMN.gov](mailto:DepotServices@St.LouisCountyMN.gov)

OUR  
RATES

THE  
DEPOT  
THEATRE

## REASON FOR POLICY

The purpose of this policy is to maximize appropriate use and safety of St. Louis County facilities, including The Depot Theatre. St. Louis County policy takes precedence if discrepancies exist between this policy and St. Louis County policy

## POLICY STATEMENT

Non-St. Louis County Entities Use of St. Louis County facilities by a non-St. Louis County entity requires a Rental Contract and liability insurance. A non-St. Louis County entity is one not covered by St. Louis County insurance.

### General Liability Insurance

1. *\$500,000 for claims for wrongful death and each claimant for other claims; \$1,500,000 each occurrence. No Less Than \$2,000,000 Aggregate coverage.*
2. *Policy shall include at least premises, operations, completed operations, independent Contractors & sub-Contractors, and contractual liability and environmental liability.*
3. *St. Louis County must be named additional insured.*

## DEPOSIT POLICY

A deposit of equal to 50% of the total rental charges is required of all non-St. Louis County rentals. Deposit and Rental Agreement to be received within thirty days from the time event is booked on the Depot Theatre Calendar.

If a booking is canceled, the following schedule will be utilized for return of a paid deposit

### Less than four months

*50% of deposit returned*

### Less than three months

*25% of deposit returned*

### Less than two months

*entire deposit forfeited*

## RENTAL TIME TABLE

Preference is given to rentals that are arranged at least two months in advance. Technical and staff support may be available if arranged in advance; without advanced notice, staff support may not be available.

## HOUSE MANAGEMENT

A house manager or person in charge, provided or hired by renter, is required for all public events. Dependent on size of event, ushers will be required. A house manager and/or usher(s) may be available through St. Louis County Depot staff.

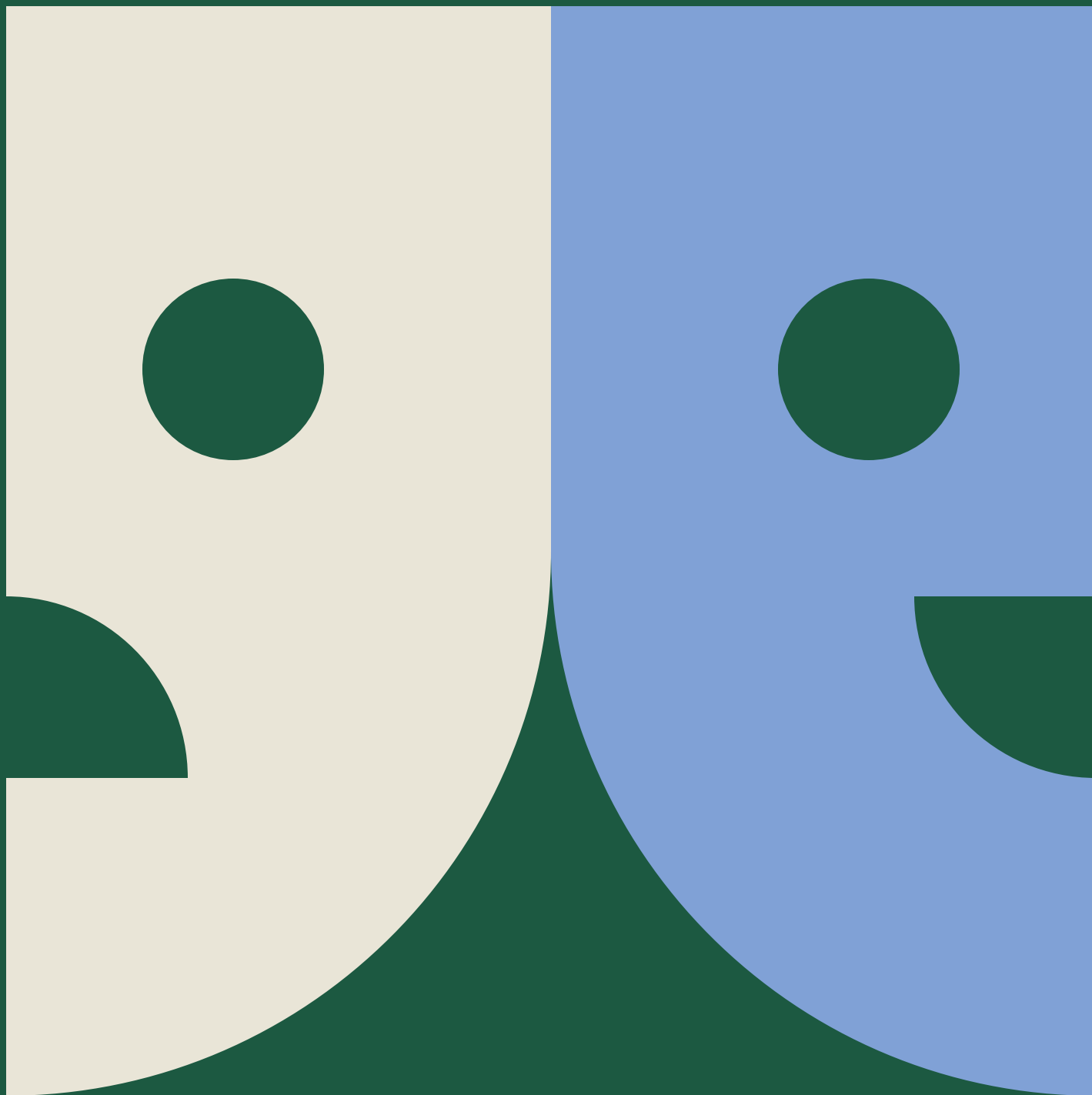
## AGREEMENT AND CONTRACT POLICIES

Dates will be held for a maximum of thirty days from the time an event(s) is booked on The Depot Theatre Calendar. Within that period of time, to lock the requested dates, a signed Rental Contract and deposit are required. All dates will be considered "tentative" until the signed agreements are in place. If another renter requests your date(s), you will be notified and given the opportunity to finalize your booking, which will require a signed Rental Contract and deposit within ten business days. If the required deposit and signed Rental Contract are not received within the ten business day period, the date(s) will be released to the next renter who provides a signed Rental Contract and required deposit.

At the discretion of St. Louis County and The Depot Theatre management, renters with no previous rental experience may be required to provide a deposit equal to the cost of hall rental and estimated labor/services in advance before booking is confirmed.

# OUR POLICIES

THE  
DEPOT  
THEATRE



## WEB

[ExperienceTheDepot.org](http://ExperienceTheDepot.org)

## EMAIL

[DepotServices@StLouisCountyMN.gov](mailto:DepotServices@StLouisCountyMN.gov)

## PHONE

(218) 733-7571

**THE  
DEPOT  
THEATRE**

**For All Inquires and  
Additional Information  
About The Depot  
Theatre, Please Email  
DepotServices@  
St.LouisCountyMn.gov**

**CONNECT  
WITH US**

**THE  
DEPOT  
THEATRE**

## **APPENDIX D**

ST. LOUIS COUNTY DEPOT THEATRE RENTAL REQUEST FORM  
(See following page)

# THEATRE RENTAL REQUEST FORM

The St. Louis County Depot Special Event Request Form must be submitted and approved in order for any events to be held within a designated event space in the Building.

An event is an activity which includes one or more of the following: external catering, rental equipment, the rearrangement of current furniture, special guests/speakers, celebrities or public figures, substantial audio, visual or structural components, facility management needs or special security considerations.

Please provide all information listed below. Additional information may be required based on the event details provided. **Requests must be submitted a minimum of six (6) weeks prior to your event.** Requests that are submitted without signature, incomplete or, if requested, without a floor plan, will not be processed.

## SECTION 1 GENERAL INFO

Total dates requested

Rehearsal dates

Rehearsal times

Preformance dates

Preformance times

Start time

End time

Event title

Requester organization

Name of event organizer

Phone number

Mobile number

Email

Nature Of Event (Detailed Description)

Cost to attend event

Number of expected attendance including staff

Date Request Submitted



## SECTION 1A DELIVERY DETAILS

Load in time

Load out time

Delivery entrance, blackout times must be honored

Delivery items/rentals—list all elements/equipment being delivered

## SECTION 2 THEATRICAL

*Consider consulting with theatre technicians for assistance on this section.*

Will you use Depot sound equipment? If so, list desired equipment.

Will you be using other sound equipment?

Will you be using Depot stage lighting?

Will you be using other lighting? If so, detail here.

Please list desired rigging plan, if known.

Will you need professional sound services during your performance/rehearsal?

Will you need professional lighting services during your performance/rehearsal?

Will you need professional rigging services during your performance/rehearsal?

### **SECTION 3 BOX OFFICE**

*While it's highly likely the Box Office will be available, we cannot guarantee it.*

**Would you like the tMinnesota Ballet to offer bar service?**

**Should the Minnesota Ballet serve from the Box Office or use their bar cart outside?**

**Is there an intermission for your event?**

**How long is your event?**

### **SECTION 4 MODULAR PIT**

*If you'll be needing the pit, please set up a time to meet with our Theatre Staff to discuss.*

**Will you need to use the modular pit for your performance/rental period?**

**If yes, did you include the time needed to set up and strike in your rental period?**

**If yes, do you have a crew to assist with pit set up and take down?**

## SECTION 5 SECURITY AND DEPOT

Will ushers/other support staff be present?

Name of private security firm

Will your event require additional staff (if available)?

Number of staff

Number of hours, note a four (4) hour minimum for this service

## SECTION 6 MISC.

Will alcohol be served?

Do you have a City of Duluth liquor license?  
A liquor permit is required to serve alcohol.

Is media coverage expected?

Can we promote this event in The Depot Brand

List Invited & Confirmed Media

List Media Equipment

# ADDITIONAL INFO & SIGNATURES

## FLOOR PLAN

When requested, a floor plan, detailing all elements within the event space, must be submitted with this form.

## ST. LOUIS COUNTY DEPOT SUPPORT SERVICES & FEES

Event support service requirements will be based on event details provided and determined by St. Louis County Management services. Services include, but are not limited to: elevator operator, fire guards, weekend event supervision and housekeeping. All fees must be paid by the Requester. For more information regarding services and fees, please refer to the “Guide to Theatre Planning at the St. Louis County Depot” provided with this form, or you may contact the Director.

## SUBMISSION

You may submit your request electronically to St. Louis County, at [DepotServices@stlouiscountymn.gov](mailto:DepotServices@stlouiscountymn.gov) or in person at St. Louis County Depot Management Offices.

## BY SIGNING BELOW, YOU INDICATE THE FOLLOWING

You agree with the below policies and agree to comply with SLC’s safety rules and regulations as well as all state, county, and municipal requirements/permits, including: Health, Alcohol, OSHA, etc.

### Policy One

Promote safety, to facilitate the proper use of the St. Louis County Depot and to protect the facility, its guests, its employees, lessees/tenants and the public.

### Policy Two

Ensure all events must comply with all SLC’s safety rules and regulations for the St. Louis County Depot and any permit requirements of the City of Duluth. Requester will pay for any and all support services from SLC as deemed necessary for the event.

### Policy Three

You understand that all requests should be considered tentative until confirmation is received.

You have provided all up-to-date and complete information for this event on this request form, along with a detailed floor plan (if requested) and have submitted this form six (6) weeks prior to your event.

You acknowledge having received and read a copy of the “Guide to Special Events planning at the St. Louis County Depot”.

You have provided proof of insurance if necessary.

Any information not provided, or that has not been received prior to approval, may cause the event to be delayed or canceled at the sole expense of the Tenant/Requester.

Signature

Date

Title

## **APPENDIX E**

ST. LOUIS COUNTY DEPOT SPECIAL EXHIBIT REQUEST FORM

(See following page)

# SPECIAL EXHIBITS REQUEST FORM

The St. Louis County Depot Special Exhibits Request Form must be submitted and approved in order for any events to be held within a designated event space in the building.

Please provide all information listed below. Additional information may be required based on the event details provided. **Requests must be submitted a minimum of six (6) weeks prior to your event.** Requests that are submitted without signature, incomplete or, if requested, without a floor plan, will not be processed.

## SECTION 1 EXHIBIT BASICS

Exhibit Start + End Time

Requestor / Tenant's Name

Phone Number

Mobile Number

Email

Location(s) Requested

Exhibit Title

Date Request Submitted

## SECTION 2 SETUP DETAILS

*No exhibit installation shall interfere with public enjoyment of space unless prior approval is obtained.*

Set Up Start Date

End Date

Delivery Details—list all delivered items (artwork, artifacts, props, drapes, displays, signage, etc.)

Do you need access to the Great Hall balcony?

Do you need tables & chairs? How many?

Do you need stage, art walls, and/or sign holders? How many?

## SECTION 2 PERSONNEL & MEDIA

Who is the person in charge of this exhibit?

Please List Contact Information.

Who else will aid in installation? List names and contact info. *Note only folks listed above can participate in installation.*

Can we release exhibit info to the media?

# ADDITIONAL INFO & SIGNATURES

## FLOOR PLAN

A floor plan, detailing all elements within the exhibit space, must be submitted with this form. Floor plans also may change, with approval, on or before exhibit start date.

## ST. LOUIS COUNTY DEPOT SUPPORT SERVICES & FEES

Exhibit support service requirements will be based on details provided and determined by St. Louis County Management services. Services include, but are not limited to: elevator operator, fire guards, weekend event supervision and housekeeping. All fees must be paid by the Requestor.

## SUBMISSION

You may submit your request electronically to St. Louis County, at [DepotServices@stlouiscountymn.gov](mailto:DepotServices@stlouiscountymn.gov) or in person at St. Louis County Depot Management Offices.

## BY SIGNING BELOW, YOU INDICATE THE FOLLOWING

You agree with the below policies and agree to comply with SLC's safety rules and regulations as well as all state, county, and municipal requirements/permits, including: Health, Alcohol, OSHA, etc.

### Policy One

Promote safety, to facilitate the proper use of the St. Louis County Depot and to protect the facility, its guests, its employees, lessees/tenants and the public.

### Policy Two

Ensure all exhibits must comply with all SLC's safety rules and regulations for the St. Louis County Depot and any permit requirements of the City of Duluth. Requestor will pay for any and all support services from SLC as deemed necessary for the event.

### Policy Three

You understand that all requests should be considered TENTATIVE until confirmation is RECEIVED.

You have provided all up-to-date and complete information for this exhibit on this request form, along with a detailed floor plan and have submitted this form six (6) weeks prior to your event.

Any information not provided, or that has not been received prior to approval, may cause the event to be delayed or canceled at the sole expense of the Tenant/Requestor.

Signature

Date

Title



# INTERNAL USE ONLY

Received On	Received By	Floor Plan Received?	After Hours Needed?
Extra Cleaning Needed?	Details		Cost

Additional Details

**APPENDIX F**

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# DEPOT FEE SCHEDULE

- Chairs per chair (tenant) \$0
- Tables per table (tenant) \$0
- Chairs per chair (non-tenant) \$5.00
- Tables per table (non-tenant) \$10.00
- Chair Damage Replacement \$50.00
- Table Damage Replacement \$75.00
  
- Extra Trash per 6-yard dumpster \$350.00
  
- Evening Rental: Great Hall (non-tenant) \$800.00
- Late Night Rental per hour (non-tenant) \$200.00
- Day Rental Great Hall (non-tenant) \$1,000.00
- Small room rental per half day (3.5hrs/non-tenant) \$75.00
- Late fee, event request form \$50.00
- Early set up \$50.00
- Extra Cleaning, per hour \$100.00
- Special Cleaning, per hour *(includes floor waxing/buffing, after hours snow removal, kitchen cleanout, installation, any job outside the scope of tenant leases)* \$100.00 *(1 hour minimum)*
  
- Extra key cards for event personnel \$10.00
- Employee Key Card \$10.00
- Employee Key Fob \$25.00
- Special Cleaning \$200.00
- False Alarms \$250.00
- Special Property Management Requests, per hour *(includes lights, cleaning, installation, any job outside the scope of tenant leases)* \$100 *(1 hour minimum)*
- Non-emergency work requests, off hours \$50.00
- Moving fee, per hour \$100.00
  
- Depot Theatre Weekly Rental (tenant) \$750.00
- Depot Theatre Daily Performance (tenant) \$175.00
- Depot Theatre Daily Rehearsal (tenant) \$100.00

## **APPENDIX G**

ST. LOUIS COUNTY DEPOT MINIMIZING PEST ISSUES IN STORAGE AREAS

(See following page)

## Tips for Minimizing Pest Issues in Storage Areas

In a multi-use facility such as the St. Louis County Depot, all organizations are subject to daily delivery boxes and packages of all sorts. Consequently, the storagecages and the backrooms of organizations can become full and cluttered fairly quickly.

Nevertheless, properly storing boxes, packages, food supplies, and equipment in the St. Louis County Depot is very important in controlling pests such as cockroaches, mice and rats.

This is because clutter and pest problems go together for the following reasons:

- Pests gravitate towards cluttered areas because clutter enables pests to hide and reproduce undisturbed.
- Cockroaches like to hide in boxes, especially those that are placed into corners and not moved for days or weeks. They hide in the glued portions and feed on the glue.
- Rodents also love clutter. It is not uncommon for two to three families of mice (15-20 mice) to live in the bottom of just one big box placed in the corner of a back room of just one organization at St. Louis County Depot.
- Even the best exterminator in the world cannot kill pests that hide in clutter. There are no sprays, bug bombs or mouse baits that will penetrate cluttered closets or rooms and eliminate hiding pests. To eliminate pests, the exterminators must have access to all walls and spaces beneath shelving and stored items.
- Sweeping up and cleaning practices are difficult to perform in cluttered rooms. This causes more problems with rodents, flies and cockroaches.
- Pest proofing (sealing holes and gaps) cannot be done when clutter blocks access.
- All storage areas should have the proper cleaning supplies on hand. PLEASE SEE THE SUGGESTED LIST BELOW
  - Small (2.5 gallon) wet/dry shop vac.

- Windex, Simple Green or some good degreaser that cuts through and removes fly specs, roach droppings and rodent pheromone.
- A good, non-frayed, working broom and dustpan.
- Cleaning rags and a dry mop with a clean head. *Excess water causes more problems than it solves...* PLEASE – DRYMOP SPILLS AND EXCESS WATER.

## Clutter Management Recommendations

### 1. REDUCE CLUTTER IN BITE-SIZE PIECES.

Sometimes, the clutter is so overwhelming, we realize it will take hours and hours of work to organize (i.e., what to save, what to discard), and thus we procrastinate starting. We tend to think in terms of “when things slow down, I’ll clean up this mess.” But in these busy times, “cleanup days” have become rare events indeed. It is far more realistic to allocate 30 minutes three days each week and reduce the clutter in bits and pieces.

After just a week or two, cluttered areas will be organized.

### 2. STORE ITEMS PROPERLY TO PREVENT PEST INFESTATIONS.

Boxes and packages that are stored on the floor and up against the wall are most vulnerable to pest invasion.

Therefore, all boxes should be stored at least eight inches (20 cm) off the floor. This allows for easy access by brooms and mops. It also allows for inspection and the application of pest monitors and pest traps when needed. Leaving these spaces clear also discourages cockroaches and rodents from hiding beneath the first shelf.

### 3. HEAVY-DUTY ADJUSTABLE METAL OR PLASTIC RACK SHELVES ARE THE BEST DESIGN FOR PREVENTING PEST PROBLEMS.

Metal or plastic rack shelving with slats allow spills to fall thru to the floor where they can be swept up. Also, the bottom shelf can be adjusted up and off the floor to allow access for cleaning.

NOTE: *Wooden storage shelves that enclose the bottom shelf close to the floor should be avoided.* When the bottom shelf is enclosed, it creates a pest cave in which rats, mice and cockroaches can hide and thrive. Voids and hidden undisturbed areas are where all pests like to harbor.

## **APPENDIX H**

### ST. LOUIS COUNTY DEPOT MOVING INSTRUCTIONS

(See following page)



The following sections contain specific information, of which your mover should be made aware. A copy of this information should be given first hand to the moving companies bidding for the move.

#### *Instructions to Movers*

The mover shall perform all services required to move furniture, merchandise, office machines, records and supplies. The elevators are available on a first come, first serve basis. Large moves (requiring more than one hour) must be done after 5:00 PM and mustn't conflict with any event or show. Each employee of the mover must be bonded and uniformed in a consistent type and color uniform plainly lettered with the moving company's name. These requirements are necessary in order to maintain the security of the building and to provide easy identification. The mover must carry a certificate of insurance and provide proof of said insurance to the Management Office ten (10) days prior to a move.

#### *Inspection of Premises*

The mover is responsible for inspecting the tenant's space prior to the move so that it may furnish such equipment and labor necessary to provide for an orderly, timely and efficient move. The mover should be acquainted with all the available information regarding difficulties that may be encountered and the conditions, including safety precautions under which the work must be accomplished.

#### *Supervision, Labor Materials and Equipment*

The mover must furnish all supervision, labor, materials, supplies and equipment necessary to perform all the services needed. Such equipment shall include, but not be limited to, dollies, trucks and pads. All material-handling vehicles used in the interior of the St. Louis County Depot must have rubber-tired wheels and must be maintained free from grease and dirt.

#### *Crating, Padding and Packing Materials*

The mover should take every precaution by means of crating and padding to safeguard the property from damage. All padding and packaging materials used are to be removed by the mover.

### *Floor and Wall Protection*

The mover should at all times protect St. Louis County Depot from damage. The move must comply with all reasonable requests for special protection. This includes furnishing, installing and removing floor, carpet, wall and glass protection materials wherever necessary.

### *Permits, Franchises, Licenses or Other Lawful Authority*

The mover, at its own expense, must obtain and maintain all necessary permits, franchises, licenses, or other lawful authority required for moving, handling and other services to be performed. Before the move is made, the mover may be required to produce evidence of such authorities to the Management Office.

Insurance requirements are outlined in tenant leases and additional indemnity/insurance requirements available by request to the Management Office.

# **APPENDIX I**

ST. LOUIS COUNTY DEPOT BUILDOUT/REMODELING/CONTRACTING

(See following page)

## Buildout | Remodeling | Contracting

Prior to any planned construction SLC Property Management and Management Office staffs must approve all plans in writing. Once approval has been given, the following contractor rules apply:

- Tenant must meet with the Director and other necessary St. Louis County parties to discuss plans, review regulations and furnish all necessary insurance certificates. Any deviations from approved plans must be approved in writing by the Director prior to proceeding with work at least 3 months in advance.
- An entrance will be designated for deliveries and trash removal. All movement of materials including supplies, tools and debris, is restricted to the hours between 5 PM -10 AM, and must not conflict with any event or production unless prior approval is met.
- Construction debris necessitates dumpsters. Please coordinate with the Management Office in order to acquire a dumpster. You will be charged a fee for this extra service, outlined in the Fee Schedule, attached as Appendix F.
- All work must be confined to the tenant's Leased Premises. The barricade between the space and the common area must be sealed. Any dust, dirt, noise, or vibration that is above St. Louis County's acceptable levels is restricted to the hours between 5 PM – 10 AM.
- The contractor must notify the Director forty-eight (48) hours prior to needing sprinkler system shutdown.
- The contractor shall not disturb or interrupt any utility services running through the ceiling or floor area of the space servicing the common area of other tenants. Any work involving removal of, or alterations to the HVAC unit, including chilled water routing, thermostat removal or replacement and electrical feed supply requires that the contractor notify the Director and Property Management.
- The contractor is responsible for notifying of access required after 11 PM, so that arrangements may be made with GSSC Security and Duluth Police Department (if necessary).

- The contractor must St. Louis County for final inspection of the space prior to removal of the barricade. All construction must be completed and the space safe and ready to open. A final inspection will be made by St. Louis County and approval given for removal of barricade and opening for business.

# The Depot Style Guide: Quick Look

## Approved Logos



## Approved Colors

**Classic Green:** RGB 35 91 46, HEX #2c5745, PANTONE 7736c

**Teal Roof:** RGB 161 255 191, HEX #a0d8c9, PANTONE 565c

**Coral Floor:** RGB 255 143 161, HEX #f7a391, PANTONE 487c

## Approved Fonts

**Universal Sans**

Ogg Text

Line Assets (Dashed Line) – *Available upon request*



Window Frame (Arched Window) – Created from half of a perfect square and half a perfect circle put together

# Receipt, Acknowledgement, and Acceptance of The Depot Tenant Handbook

\_\_\_\_\_ (Tenant Organization) does hereby acknowledge receipt of The Depot Tenant Handbook and Resident and understands that \_\_\_\_\_ (Tenant Organization) and all employees of \_\_\_\_\_ (Tenant Organization) are obligated to abide by all policies, rules and regulations as set forth in The Depot Tenant Handbook.

\_\_\_\_\_ (Tenant Organization) understands that all policies, rules, and regulations set forth in The Depot Tenant Handbook are specifically incorporated into the Lease agreement between St. Louis County as Lessor and \_\_\_\_\_ (Tenant Organization) as Lessee. Failure to comply with all policies, rules and regulations constitutes a violation of said Lease.

\_\_\_\_\_ Tenant Organization  
\_\_\_\_\_ Signature  
\_\_\_\_\_ Printed Name  
\_\_\_\_\_ Title  
\_\_\_\_\_ Date

\_\_\_\_\_ Depot Management Representative

Sign upon receipt of fully initialed/signed copy from Tenant