

## Using the IDS Center Crystal Court

### **POLICIES AND PROCEDURES FOR PUBLIC USE**

#### **BACKGROUND:**

Late 1998's redesign of the IDS Center Crystal Court, a privately owned and managed space, presented a unique opportunity for the property's tenants and the community to enjoy "one of America's best indoor spaces" (as described by the New York Times).

Long committed to providing a balance of activities in the court that offer value to the tenants and to the community, the property management company, Beacon Real Estate Services LLC, has had a long-standing policy that prohibits use of the court for any events of a partisan, political or religious nature. Property management itself provided nonsectarian holiday events and has allowed other not-for-profit and government entities to use the space for appropriate public programs.

Beacon Real Estate Services, LLC has formalized its policies and procedures into this written document to ensure use of the IDS Center Crystal Court in ways that will benefit the community and still support the needs and desires of the facility's retail and office tenants.

#### **USE OF THE IDS CENTER CRYSTAL COURT:**

Any and all events approved for this space need to be of a community-wide, non-partisan, non-secular nature, appropriate for general/family audiences and are at the sole discretion of Beacon Real Estate Services LLC. There are absolutely no exceptions to this policy. The use of the IDS Center Crystal Court for "public events" is directed and managed by Beacon Real Estate Services, LLC, the firm charged with the overall property management of the facility.

There are four (4) types of uses of this space. They include:

***Holidays Under Glass:*** Proactively planned musical entertainment programs designed by Beacon Real Estate Services LLC. This series of programs is planned and scheduled according to availability of time and space in the noon-1:00 pm time period each Monday – Saturday, beginning the Friday after Thanksgiving and ending on Christmas Eve each year. The entire schedule of "Holidays Under Glass" is managed by the IDS Center's Crystal Court Events Coordinator. All performers whether groups or individuals, must complete the attached application and insurance and/or release form and submit a audition recording to be considered for the performance schedule.

***Fridays Under Glass:*** Practically planned arts & entertainment programs designed by Beacon Real Estate Services LLC. This series of programs is planned and scheduled on a case-by-case basis and is subject to availability of time and space in the noon-1:00 pm time period and on Fridays only occasionally throughout the year. All programs are managed by

the IDS Center's Crystal Court Events Coordinator. All performers, whether groups or individuals, must complete the attached application and insurance and/or release form as well as audition recording or sample of displays, projects, programs, etc. to be considered for a performance in the IDS Center Crystal Court.

***Community Partner Programs:*** Not-for-profit or government sponsored community initiatives, chosen by application to the IDS Center's Crystal Court Events Coordinator. All applications are to be made using the attached application form. Events in this category are limited to calendar availability.

***Special Focus, Annual Events:*** Over the years, certain community traditions have evolved in the IDS Center Crystal Court. Non-profit sponsored, organizational events may be given an opportunity to use the IDS Center Crystal Court if the organization is also sponsored by or partnered with property management. Requests for use of the court for one of these special focus annual events must also be made on the attached application via the IDS Center's Crystal Court Events Coordinator.

***ALL TYPES OF ACTIVITIES MUST FOLLOW THESE POLICIES:***

1. There are no fees charged for use of the space, but a \$500 damage deposit shall be required no less than one month prior to each performance or activity date. Make all checks payable to the BRI 1855 IDS Center LLC and submit with the attached completed application.
2. All Audio/Visual equipment must be authorized by the IDS Center's Crystal Court Events Coordinator for events held in the IDS Center Crystal Court. No other equipment will be permitted at any time. Use of electrical outlets in the IDS Center Crystal Court for any equipment brought into the court must be arranged for with the IDS Center's Crystal Court Events Coordinator less than thirty (30) days prior to all performances. All performers, whether groups or individuals, will be responsible for the cost of equipment and/or services incurred for the set-up, usage and take-down while performing in the IDS Center Crystal Court. An insurance and/or liability waiver must be provided to the IDS Center Crystal Court Events Coordinator (see attached form) no less than one month in advance of the event date. This policy exists to protect both the retail and office tenants.
3. No storage or guarantee of storage of personal items i.e coats, instrument cases, equipment will be provided to groups or individuals performing in the IDS Center Crystal Court without prior arrangements via the IDS Center's Crystal Court Events Coordinator. Storage may be granted subject to available space in the IDS Center for such storage and must be arranged no less than thirty days prior to the event.
4. No musical instruments will be allowed during court event without prior, formal, written approval. This policy exists to protect both the retail and office tenants.
5. All activities of the event will be held in the space assigned in the IDS Center Crystal Court by Beacon Real Estate Services, LLC. No other location will be permitted without

advanced thirty-day notice to and approval of the IDS Center's Crystal Court Events Coordinator.

6. Signage of the event may be permitted only with advanced written permission of the IDS Center's Crystal Court Events Coordinator. A copy of the actual signage to be used – or the actual signage – must be provided for such approval or non-approval by the event coordinator no less than thirty days prior to the event. Only the event itself may be promoted on the signage (use of commercial sponsors and titles of businesses will not be allowed).

***Please note:***

All programs in the IDS Center Crystal Court will be required to complete the attached application form. Those that are not initiated by Beacon Real Estate Services LLC must be submitted at least 30 days prior to the event. There will be no exceptions to this policy.

Beacon Real Estate Services LLC does not guarantee time, date and length of performance(s) and reserves the right to cancel any performance at any time.

**Date of Application\_\_\_\_\_**

**APPLICATION FOR PUBLIC USE OF THE IDS CENTER CRYSTAL COURT**

**NAME OF APPLICANT/GROUP:** \_\_\_\_\_

Name of individual completing application: \_\_\_\_\_

Legal status of applicant organization (check one):

- 501C3
- 501C6
- Government Entity
- Other (*specify*) \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Mailing address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROGRAM INFORMATION:**

*Please complete all the attached program information and attach any supporting material you feel will provide a better understanding of your planned event. Check below which type of program you are requesting. If you are unsure of differences, refer back to the written policies and procedures.*

- Holidays Under Glass*
- Fridays Under Glass*
- Community Partner Programs*
- Special Focus Program*

Desired Date of Program: \_\_\_\_\_

Type of Program: \_\_\_\_\_

- Musical Performance
- Art Exhibit
- Other (*specify*) \_\_\_\_\_

Length of Performance: \_\_\_\_\_

Program has been performed previously at \_\_\_\_\_  
Location(s) of professional performances: \_\_\_\_\_

*Attach list of performances, if one is available, media clips about the performance, letters of reference, provide a musical "demo" or other materials that will help us understand performance better.*

**Description of Performance:**

*Please outline clearly what will happen during the entire time of the program. If music has already been chosen, please include a roster of the music. Please note changes of performers, movement on stage, etc. Our intention in requesting this information is to ensure that we have properly prepared the Crystal Court, and that there are no noise issues that would cause any concerns to our retail or office tenants.*

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**Will there be an MC or announcer?\_\_\_\_\_ If yes, please indicate name of person below and the date they were advised of the policies and procedures**

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*If you answered yes to the above, a copy of the script must be attached to this application.*

**Please describe the location of MC or announcer during this event:\_\_\_\_\_**

**Press/Media Releases of this event:**

*Beacon Real Estate Services LLC has firm policies regarding media exposure of the IDS Center Crystal Court. All media must receive advance permission to be present at any event which takes place in the IDS Center Crystal Court. Therefore, please indicate the following:*

Yes No We intend to alert the media regarding this event. Please list which media have been or will be notified. *An advanced copy of the press release must be submitted with application.*

**STORAGE OF COATS AND/OR EQUIPMENT AND/OR OTHER MATERIALS:**

Storage of coats and other materials sometimes poses a challenge. Please check one:

- Applicant has no storage requests.
- Applicant requests storage for coats. If yes, how many?\_\_\_\_\_
- Applicant requests storage for other materials and equipment. Please describe:\_\_\_\_\_
- Applicant requires instructions for bus unloading. If yes, for how many:\_\_\_\_\_
- Applicant will need to arrive at the loading dock. Please describe vehicle, what will be unloaded and list arrival and departure times:  
\_\_\_\_\_  
\_\_\_\_\_

Applicant will not need to arrive at the loading dock.

**USE OF MUSICAL INSTRUMENTS:**

Musical instrumentation beyond that provided by property management requires preapproval. If you anticipate using additional musical instruments or amplification, please explain in detail what your plans are. Prior written approval for specific types and numbers of instruments and amplification will be required as a means of ensuring the desires of our office and retail tenants.

We are requesting authorization to use the following listed instruments or amplification systems during this event:

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**USE OF PROPERTY PROVIDED MATERIALS:**

The Beacon Real Estate Services, LLC has six (6) chairs and six (6) tables with linens, 2 22x28 sign holders for use during your event. If you wish to utilize property provided chairs, tables and/or sign holders, please indicate the number needed:

\_\_\_\_\_ number of chairs  
\_\_\_\_\_ number of tables  
\_\_\_\_\_ number of sign holders

If you need additional tables and chairs, please indicate below what you wish to bring into the Crystal Court during this event:

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**APPROVALS:**

To verify that the program application has complied with, all the written policies and procedures, the following section must be completed by the applicant prior to submission and reviewed and approved by Beacon Real Estate Services LLC before granting approval.

- The application is complete and the \$500 refundable deposit check is attached.
- The Certificate of Insurance is attached
- Tax ID# provided for non-profit organization(s)
- Attached is a letter of proof declaring name of philanthropic organization or other which will be receiving profits from this event.

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**IDS CENTER**  
Beacon Real Estate Services, LLC

**INDEMNIFICATION AGREEMENT**

THIS INDEMNIFICATION AGREEMENT (“Agreement”) made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_, made by and between Beacon Real Estate Services, LLC as managing agent for the owner (“Landlord”) and \_\_\_\_\_ (“Guest”).

Landlord grants Guest permission to enter upon the property commonly known as the Crystal Court located in IDS Center (“Property”) for the purpose of <<*description of event here*>> on \_\_\_\_\_, 20\_\_ (“Activities”).

Guest agrees to comply with all rules, regulations, ordinances, and statutes of any governmental entity or nongovernmental entity having jurisdiction over Landlord, Guest or the Property and to obtain all necessary permits, licenses or other approvals that may be required from any entity to conduct all Activities.

Guest agrees that he/she/it will and hereby does indemnify and save harmless Landlord, \_\_\_\_\_ (“Owner”), and all of their respective partners, employees, agents, mortgagees, licensees, contractors, insurers, tenants, guests and invitees and all of their respective officers, directors, shareholders, insurers, agents, subsidiaries, affiliates, successors, and assigns, from and against all claims, demands, costs, losses, damages, expenses, attorneys’ fees and liabilities growing out of, or arising from, caused or occasioned by his/her/its activities in or about the Property.

Guest further agrees that its activities will be at its sole risk, and it hereby waives any rights to seek damages in connection with any injury, or claim arising out of, the Guest’s Activities or any other activity in or about the Property, from Landlord, Owner, and all of their respective partners, employees, agents, mortgagees, licensees, contractors, insurers, tenants, guests and invitees and all of their respective officers, directors, shareholders, insurers, agents, subsidiaries, affiliates, successors, and assigns in connection with his/her/its activities or any property damage to the Property.

Kindly acknowledge receipt of this Agreement and your acceptance of the terms and conditions herein set forth by signing and returning this Agreement prior to the date of Activities.

ACCEPTED AND AGREED TO this, \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**LANDLORD**

**GUEST**

Beacon Real Estate Services, LLC  
as managing agent for the Owner

\_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_