

Frequently Asked Questions

Hamel Community Building

How do I rent the Hamel Community Building?

After checking the online calendar for openings, you may print a contract, fill it out and send it with a deposit to hold your day. Fees and deposits are also listed for your convenience. (Please confirm availability of dates with Suzie Sween before mailing).

Who do I make the check payable to?

The City of Medina

Can I write out one check for the deposit and the rental fee?

NO. Two checks are necessary for expediting the return of your deposit.

Where do I send the contract and check?

Send to: Hamel Lions
P.O. Box 301
Hamel, MN 55340

Is the Community Building in Hamel or Medina?

It is in the community/neighborhood of Hamel, but it is in the City of Medina.

What are the directions to the Hamel Community Building?

The community building is located at 3200 Mill Drive, directly behind Farmers State Bank of Hamel off of Hamel Road. When coming off of Highway 55, turn South on Hamel Road or Sioux Drive into Uptown Hamel.

Who is responsible for setting up the room and cleaning up afterwards?

The person or group renting the building is responsible for the building.

How many tables are available?

When renting the Community Building there are fifteen (15) five foot round tables that seat 7-8 people and fifteen (15) eight foot rectangular tables that seat 8-10 people.

How many chairs are available?

When renting the Community Building there are 120 non-folding chairs and 17 folding chairs available.

How do I get a key to the facility for my event?

Your key to the Hamel Community Building will be given to you by appointment before your event. At this time, the check for the rental fee will be required. Call Suzie Sween for a convenient time.

If I have rented items from elsewhere that are to be picked up, do I need to be there?

Yes! You are responsible for the building and its contents when pick ups occur. Please make arrangements with the company for time of pick up. Remember, the Hamel Community Building does not have regular open hours so you must let them into the building.

How do I get my deposit back?

After your event, a HCB representative will assess the building and check for damage, proper put away and clean up. If all is satisfactory, your check will be sent back to you in the mail. If there are inadequacies in the above, the City of Medina will assign a fee and re-issue the remaining balance of your deposit check.

Where do I call if I have more questions?

You may leave a message at the Community Building at 763-478-2701 and someone will return your call as soon as possible. If you need more immediate assistance call Suzie Sween at 763-475-0244 or the City of Medina at 763-473-4643.