

Approved by Eden Prairie City Council on September 19, 2006
Readopted by Eden Prairie City Council on October 19, 2010

COMMUNITY USE OF CITY CENTER RENTAL FACILITIES

Policies and Procedures

Policy Statement

City Facilities are operated by the City of Eden Prairie under the following policies and guidelines adopted by the Eden Prairie City Council. The Council recognizes the value of these facilities being available to serve Eden Prairie residents, civic and religious groups and businesses.

The intent of this policy is to promote regular and active use of the facilities. It outlines scheduling procedures, group classification, rental charges, and sets rules and regulations for use of the facilities. Rental charges are based on the staffing, set-up and maintenance costs, as well as the market rates for similar facilities.

The City of Eden Prairie does not discriminate on the basis of race, color, religion, national origin, gender, age, marital status, sexual orientation, status with regard to public assistance or disability in the admission or access to programs, services, activities or employment.

Priority Rental Classifications

Eden Prairie City Government – Any activity related to or benefitting the operations of Eden Prairie’s City Government including, but not limited to, City Council, Board and Commission meetings, City sponsored or hosted programs, events and public meetings. The Riley-Purgatory Creek Watershed District and the Eden Prairie School District programs located at City Center are included in this category.– *No Charge*.

Group I –Eden Prairie Civic/Non-Profit Agencies: Includes Eden Prairie School District offsite offices, Eden Prairie Youth Athletic Associations, PROP, SW Metro Transit, SW Suburban Cable and Eden Prairie-based religious organizations. A civic, non-profit or resident group is considered as Eden Prairie-based if it has at least 75% of its membership roster residing in the City (as in the case of Eden Prairie Homeowner/Townhome Associations).

Group II – Eden Prairie Residents and Businesses: Eden Prairie-based businesses and commercial organizations and Eden Prairie residents who wish to use the facilities for personal use.

Group III – Non-Eden Prairie Residents/Businesses/Groups: Non-resident individuals, groups, commercial, and business organizations (including non-profits), as well as state and county-related committees, including Minnesota’s federal and state representatives and political groups (i.e., League of Women Voters, Town Hall meetings, political conventions, etc.).

<p>Note: Eden Prairie residents and businesses may NOT make reservations for non-Eden Prairie based residents and businesses.</p>
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EDEN PRAIRIE CITY CENTER
8080 Mitchell Road
Eden Prairie MN 55344

General Hours of Operation

Monday through Thursday, 8:00 a.m. to 10:00 p.m. and
8:00 a.m. to 4:30 p.m. on Friday. Closed Friday evenings and weekends.

Scheduling

Groups or individuals desiring to use the City Center Facilities (excluding the Garden Room) shall make arrangements through the Facilities Service Coordinator at the City Center Reservation Desk (952-949-8432). Catering services for the Garden Room must be arranged directly with the Garden Room Manager (952-949-8567).

All City-sponsored meetings, events, and activities will have priority over outside groups.

Due to parking restrictions, daytime meetings are allowed for up to 15 people only, between 8 a.m. – 4:30 p.m.

The Heritage, Prairie and Atrium rooms are for business meeting use only. There will be a 2-hour minimum booking requirement for all City Center meeting rooms.

Scheduling will be on a first-come, first-served basis, following the priority classification outlined in this policy.

The minimum age to rent facilities is twenty-one (21) years.

All meeting rooms may be scheduled on a continuing basis **up to three months in advance only** (i.e. daily, weekly, monthly), **with consent of Service Coordinator**. The City Reserves the right to restrict the number of dates an individual or group may reserve (up to three months in advance). This is to ensure that one group does not dominate use of a particular room or facility.

The Council Chamber may be reserved no more than 30 days in advance and is subject to cancellation, rescheduling, and/or being moved to another location within available City Center facilities. If no other accommodations can be made, a 100% refund will be made.

Reservations are considered as confirmed when the reservation Permit is signed and returned with full payment. Space is not held open.

Rental hours shall be calculated from the time the renter enters the space to the time of departure. User groups must adhere to the hours requested and shown on the Permit.

Eden Prairie residents may not reserve any meeting room or facility for a non-resident and/or non-Eden Prairie business under the Eden Prairie resident group rate.

If deemed necessary, the City reserves the right to substitute a meeting room or facility other than the stated, in order to minimize conflicts of compatibility, space, and scheduling.

Anyone renting or utilizing City facilities shall comply with the Equal Opportunity Statutes, and not discriminate on the basis of race, color, religion, national origin, gender, age, marital status, sexual orientation, status with regard to public assistance or disability.

Liability and Damage

All organizations, groups, or individuals using City facilities may be requested to sign a waiver of liability on a form provided by the City and provide a Certificate of Insurance as proof of liability coverage.

The City will not assume liability for loss or damage to property belonging to an organization or group.

Any organization, group, or individual reserving space shall be fully responsible for any damage to that space or equipment and any unlawful acts associated with the user's program or event.

Any damages to facilities or equipment must be reported immediately to staff on duty. The City reserves the right to cancel future reservations.

Regulations, Supervision and Security

There will be no tables, chairs, or furniture of any kind in the hallways; everything must be contained within the meeting rooms due to fire code regulations. Meetings and business related activities appropriate for this business environment and which are compatible in nature to each other are scheduled accordingly and are encouraged to have respect for each other's space.

There will be no storage of users' materials in the City Center. All materials may be brought in only during rental hours and must be removed from the facility at the end of the rental time.

City facilities are smoke-free buildings. Use of tobacco is prohibited. The City reserves the right to evict or reject a user in the case of regulation abuse.

Every user of the facility must be under competent adult leadership. The user shall assume full responsibility for the group's conduct and for any damage to the building or equipment. Children must be kept under direct supervision of adults at all times and kept confined to the reserved area of the user group. The City will not assume liability for unsupervised children. The City will be paid for any costs incurred due to damages or additional cleaning.

Youth groups shall be chaperoned on a ratio of one adult for each ten (10) or fewer youth under the age of 18. The number of youth attending and the names of the chaperones shall be submitted with the facility use contract. If the general public is invited, City staff shall determine the number of chaperones needed.

If deemed necessary because of the type of function or activity, the City reserves the right to assign a room attendant and/or licensed police officer for a user group and the cost will be paid by the user.

Meetings and activities must be confined to the areas reserved for their use.

Disorderly conduct shall be grounds for immediate termination of the activity/event without refund. This will be determined by City staff or a licensed Eden Prairie police officer.

Rented space and common areas must be left in an orderly condition. If additional time beyond normal cleaning is required, an additional charge for personnel and cleaning supplies will be made.

Violations of these regulations may result in denial of future use of City facilities. Denial of use does not exempt violators from possible prosecution under applicable City Ordinances, State or Federal laws.

General Cancellation Policy

In the event of an emergency, the City reserves the right to cancel any scheduled activities. Reservation fees will be returned accordingly.

The reservation Permit fee is refundable if cancellation notice is received not less than 10 days in advance of the scheduled event.

Reservation, Special Use Fee and Damage Deposit

The reservation fee is required for all chargeable rentals and must be paid at the time the reservation is made. Payment of the Permit is the renter's confirmation of reserved space. (See Rental Fee Structure)

In some instances, a special user fee may be required. This fee will be applied to cover **unusual** anticipated expenses, such as banquet-style setup (\$25/hr during the day, \$37.50/hr after hours), excessive clean-up, unusual set-up, excess electricity, and/or damages associated with the user's program or event. The special user fee is payable at the time the reservation is made and will be held until it is determined by the City if any or all of the fee was required. Any remaining balance will be returned to the user.

A \$200 damage deposit, in addition to the rental fee, may be required by Group II and Group III clients. This fee shall be returned within one (1) week after the event if no deductions are necessary.

Food and Beverage Services

Food and beverages are not permitted in the Council Chamber.

Commercially prepared or pre-packaged desserts and dry snack items (chips, pretzels, cookies, muffins, etc.) and bottled beverages **only** are allowed in the Atrium, Prairie and Heritage Rooms. This does not include appetizers, salads, sandwich trays and pizza type items.

Red beverages are not allowed (due to carpet staining).

Meal and beverage service for meetings in the Atrium, Prairie and Heritage Room(s) and meetings in the Garden Room's conference room will be handled by the City's designated caterer.

Arrangements for catering services shall be made directly between the renter and the City's designated catering service.

No food or beverage may be sold without permission by City staff. The Hennepin County Health Department will require a food service permit.

Alcoholic Beverages

Alcoholic beverages are not allowed in the meeting rooms.

Room Alterations and Decorations

A decoration plan and installation methods must be pre-approved.

The City reserves the right to remove all decorations which do not meet a pre-approved plan. Any decorating time must be included in the rental hours.

Drafting tape **only** shall be used on flat painted walls. No tape shall be used on the ceiling.

Any other tables, chairs, staging, or other props brought in from other sources will not be stored in City facilities, and shall be brought in **only** during rental hours; and must be removed from the facility at the end of the rental time.

User groups must provide their own labor and supplies when decorating.

Candles are not allowed in meeting rooms due to Fire Code regulations.

The User Group is required to clean up all decorations. An additional damage deposit may be required to ensure adequate clean up. Failure to comply may negate any future use of City facilities.

Neglect of these requests can require an additional fee for damage and clean up done by City staff and may negate any future use of City facilities.

No banners, streamers or signs may be attached to any facility structure without prior approval by City staff. Any such attachments which are permitted must be removed by the group using the facility immediately after the reservation period.