

POLICY
COMMUNITY USE OF
CITY CENTER RENTAL FACILITIES
UPDATED – 6/5/2024

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

PURPOSE AND INTENT

The intent of this policy is to promote regular and active use of the facilities. It outlines scheduling procedures, rental classification, charges, and sets rules and regulations for use of the facilities. Charges and/or user fees are based on staffing, set-up, and maintenance costs, as well as 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.

1. 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 TASSEL program located at City Center are included in this category.

Group 1: Eden Prairie Civic/Non-Profit Agencies: Includes Eden Prairie School District, 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 2: 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. (Documented proof may be requested.) For-profit usage, not including fundraising, in which the user receives monies from attendees is prohibited (i.e. renting room for renter’s business then charging attendance fee).

Group 3: Non-Eden Prairie Residents/Businesses/Groups: Non-resident individuals, groups, commercial, and business organizations (including non-profit), as well as state & county-related committees, including Minnesota’s federal and state representatives and political groups (Town Halls, office of politician internal meetings, etc.). Political conventions/rallies and meet-and-greets are prohibited unless requested by a current sitting representative that is approved by the City Manager.

2. Rental Facilities

Meeting Rooms – Heritage Rooms, Atrium Rooms I, II, and III, Prairie Room, Garden Conference Room.

Event Space – Garden Room

Non-Typical Locations – including, but not limited to, all common areas, parking lots, hallways, atrium areas, patio/grounds, etc. These locations cannot be rented for exclusive use.

3. Hours of Operation

The City Center meeting rooms are available for rental Monday through Thursday, 8:00 a.m. to 10:00 p.m. and 8:00 a.m. to 4:30 p.m. on Friday. City facilities are closed Friday evenings and weekends.

The Garden Room is available for rental Monday through Friday, 5:00 p.m. to 2:00 a.m. and 7:30 a.m. to 2:00 a.m. on Saturday and Sunday. Rental hours are negotiated directly with the existing Food Service Caterer.

4. General Information

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

It is recommended if room schedule permits, to familiarize oneself with the AV equipment as after 4:30 pm there is no technical AV support.

Rentals are subject to maximum group size and availability.

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.

Rental of City facilities does not include exclusive access to common areas or other amenities (Garden Room kitchen and/or scullery, public bathrooms, Garden Conference Room).

Eden Prairie residents may not reserve any City Center meeting room or facility for a non-resident and/or non-Eden Prairie business under the Eden Prairie resident group rate. The only exception is for wedding events, parents or stepparents residing in Eden Prairie may rent the Garden Room for non-resident bride or groom as Group 2 – resident rate.

Organizations or individuals 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.

5. Scheduling

Eden Prairie City Government and City-sponsored meetings, events, and activities have use priority. All other rental scheduling will be on a first-come, first-served basis.

A. City Center Meeting Rooms

Groups or individuals desiring to use the City Center Meeting Rooms (excluding the Garden Room) shall make arrangements through the Facilities Division (952-949-8432).

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

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 Facilities representative**. 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 the availability of facilities for all user groups.

The City may restrict room availability due to challenges with internal staffing that require City employee(s) to alter their regular working hours and/or work overtime to set up the room.

Reservations are considered confirmed when full payment is received. Space is not held open.

B. Garden Room

Organizations or individuals desiring to use the Garden Room shall make arrangements through the Garden Room Caterer (952-855-8871).

6. Rental Fee

A rental fee is required for all chargeable rentals. 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 as shown on the reservation receipt.

Meeting Rooms: Reservations are confirmed when full payment is received.

Garden Room: Garden Room Caterer may require a deposit to hold a rental date. Rental and catering fees are set by the Garden Room Caterer.

See attached fee schedules.

7. Damage Deposit

City Center Meeting Rooms: No damage deposit required.

Garden Room: A damage deposit, in addition to the rental fee, may be required. The damage deposit is required at the time of reservation. This deposit check shall be returned or destroyed within one (1) week based on renter's request after the rental date if no deductions are necessary.

Failure to comply with this Policy may result in loss of damage deposit.

8. Special User Fee

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, excessive clean-up, unusual set-up, security, 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.

User groups must receive prior approval for additional electrical use, additional lighting, etc.

9. Cancellation Policy

The City reserves the right to cancel any reservation. In case of cancellation by the City, reservation fees will be returned accordingly.

For City Center meeting rooms, the reservation fee is refundable if cancellation notice is received no less than 10 days in advance of the scheduled event.

The Garden Room cancellation notice is decided by the Garden Room Caterer.

10. Liability and Damage

Rental groups 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, group, or individual.

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 meeting or event.

Any damages to facilities or equipment must be reported immediately. The City may collect reasonable dollar amounts necessary to repair damages to the space or equipment caused by the organization, group, or individual reserving the space exclusive of ordinary wear and tear. The City reserves the right to cancel future reservations.

11. Regulations

Violations of this Policy may result in forfeiture of a user's damage deposit and denial of future use of City facilities; however, that does not exempt violators from possible prosecution under applicable City ordinances, State, or Federal laws.

City facilities and parks are smoke free. Use of tobacco products is prohibited as stated in City Ordinance 9.42.

The City reserves the right to terminate a rental contract for City code violations.

Meetings and activities must be confined to the area(s) reserved. Other meetings and activities may take place at the same time in other rooms. Groups are *expected* to have respect for each other's space.

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

A. **Supervision**

Youth using facilities must be under competent adult (minimum age of 21 years old) leadership and supervision. The renter shall assume full responsibility for the group's conduct and/or the conduct of any member or guest of the group, and for any damage to the facilities, buildings, or equipment. Children must be kept confined to the reserved area of the user group. The City will not assume liability for unsupervised children.

Youth groups shall be chaperoned on a ratio of one adult (minimum age of 21 years old) for each ten (10) or fewer youths under the age of 18. The number of youth attending and the names of the chaperones may be requested by the staff. If the general public is invited, City staff shall determine the number of chaperones needed.

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

B. **Building Cleaning**

City Center Meeting Rooms: Regular cleaning and removal of trash is included in the rental fee. City may charge renter for additional fees if excessive cleaning is required.

Garden Room: The Garden Room Caterer is contractually required to clean the Garden Room dining area, adjacent restrooms, hallways, atriums, and elevator to specifications set by the City. Garden Room Caterer may incur additional fees upon renter and/or deduct from rental deposit if excessive cleaning is necessary to meet the City's specifications.

Excessive cleaning is defined as using additional labor and/or cleaning supplies beyond normal expectations to meet the City's specifications. Examples include, but not limited to, excessive window washing, shampoo carpeting, removal of decorations, and cleaning of grounds.

C. **Parking**

Due to parking restrictions, daytime meetings are allowed for up to 15 people only, between 8 a.m. – 4:30 p.m. Groups that underestimate their number of guests may not have adequate parking.

D. **Admission Fee**

User groups are not allowed to charge an admission fee without the approval of City Council.

E. **Specialized Equipment or Activities**

Food trucks may be allowed with consent of City or Garden Room Caterer. Food truck operator must be properly licensed and insured, doing business only in the parking lot space designated, and is responsible for collecting and removing all trash generated by patrons/customers of food truck.

F. **Animals**

Registered service pets and emotional support animals are the only animals allowed.

G. **Fireworks / Open Fires**

Fireworks, fires, fire pits, sky lanterns, sparklers, or any open flames are not permitted.

H. **Occupancy Limit**

Rental groups may not exceed rated occupancy per fire code.

12. **Food Service**

Food or beverages may not be sold without prior approval. Food sales must comply with the Hennepin County Health Department regulations of having a food service permit.

No food or beverage may be left behind at any facility.

Where available, kitchens may not be used for commercial use (fundraising).

A. **City Center Meeting Rooms**

Renter may use caterer or business of choice for commercially prepared or pre-packaged food and non-alcoholic beverages.

Groups must provide their own supplies (towels, paper products, utensils, cups, sugar, cream).

C. **Garden Room**

All meals, food and beverages for events and banquets must be contracted through the Garden Room Caterer. Groups may be able to bring outside snacks or beverages upon receiving pre-approval from the Garden Room Caterer.

No on-site preparation allowed. No freezer or refrigeration available.

13. Alcoholic Beverages

City Center Meeting Rooms:

Alcoholic beverages are not allowed.

Garden Room:

Alcoholic beverages may be dispensed to persons attending a convention, banquet, conference, meeting or social affair, by the holder of a retail, on-sale intoxicating liquor license issued by the City of Eden Prairie or an adjacent municipality who has been engaged to dispense intoxicating liquor at an event held by a person or organization.

City staff reserves the right require a police officer on site when alcohol is served at the expense of the renter.

14. Fundraising

Groups 1 and 2 may conduct fundraising activities at the Eden Prairie City Center.

Fundraising activities include, but are not limited to: selling articles on site, advanced ticket sales, walks and/or runs or any other means of collecting monies for a particular purpose or group.

The City will allow City facilities to be used for limited fundraising activities to support Eden Prairie based organizations with pre-approval by the City Manager.

At the discretion of the City, any group conducting a fundraiser will be charged a pre-determined fee by the City to cover costs of set up, maintenance, cleaning and security of the areas utilized for the event.

15. Decorations

A decoration plan and installation methods must be pre-approved by City staff. User groups must provide their own labor and supplies when decorating and for cleaning up decorations.

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

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 rentals hours; and must be removed from the facility at the end of the rental time.

No double-sided tape or Scotch tape shall be used in decorating. Use poster putty, removable blue painter's tape or removable poster tape only on flat painted walls or tables.

No tape shall be used on the ceiling.

No nails shall be used in decorating.

No staples or tacks on flat painted walls or tables shall be used in decorating.

No lit candles or open flame shall be used in decorating.

No banners, streamers, balloons, or signs may be attached to any facility structure or landscaping without prior approval by City staff. Any pre-approved attachments must be removed by the group using the facility immediately after the reservation period.

No rice, confetti, chalk, or birdseed shall be used in activities or decorating.

Failure to comply with decoration policy may result in loss of damage deposit.

16. Tents and other Props

Tents or other structures with stakes, tarps, or any part or portion thereof attached to the facility are prohibited.

Free-standing canopy tents are permitted with prior approval. Stakes cannot be driven into the grounds, so tents must be secured with sandbags or weights.

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

17. Amplified Sound

City Center is a workplace for City staff and tenants; no loud, amplified sound during regular business hours.