

## Community Center Room Rental Information & Fees

### **RENTAL FEES & SERVICES** (Rental fees are subject to change.)

Rental fees **do not** include applicable taxes or the required Damage and Policy Compliance Deposit.

Set-up of facility-owned tables and chairs is included in the Rental fee.

*Please contact the facility rental coordinator for availability at 763-569-3470.*

### **Rental Facilities**

**CONSTITUTION HALL** (3,725 sq. ft.) is located on the lower level with adjacent kitchen facilities. The room has seating for 250 theater style, 84 in a classroom arrangement, or 192 for a banquet function. The kitchen includes 2 convection warming ovens, commercial refrigerator and freezer, 3 sinks, ample counter space and commercial coffee urns.

***Kitchen cannot be rented separately.***

<b><u>Rental Fees</u></b>	<b><u>Tuesday – Friday</u></b>	<b><u>Saturday</u></b>
Resident	\$45.00/hour	\$100.00/hour
Non-Resident	\$55.00/hour	\$125.00/hour
Kitchen	\$75.00/event	\$75.00/event
Early Open	\$30.00/event	\$30.00/event

**Damage & Policy Compliance Deposit - \$500.00/event.**

Tuesday thru Friday rentals require a 4 hour minimum rental. Saturday rentals require a 5 hour minimum rental.

**COHEN COMMUNITY ROOM** (1,190 square feet) is located on the upper level with adjacent kitchen facilities. This room can seat 70 theater style, 33 in a classroom arrangement, or 52 for a banquet function. The room is accessible by stairs or elevator. Kitchen includes commercial refrigerator (no freezer), sink, counter space and commercial coffee urns.

***Kitchen cannot be rented separately.***

<b><u>Rental Fees</u></b>	<b><u>Monday - Friday</u></b>	<b><u>Saturday</u></b>
Resident	\$30.00/hour	\$35.00/hour
Non-Resident	\$45.00/hour	\$55.00/hour
Add Kitchen	\$35.00/event	\$35.00/event
Early Open	\$30.00/event	\$30.00/event

**Damage & Policy Compliance Deposit - \$250.00/event. All rentals require a 4-hour minimum.**

**ROOM 221 AND ARTS & CRAFTS ROOM** are located on the upper level with no kitchen access.

*(These rooms are available on a limited basis.)*

<b><u>Rental Fees</u></b>	<b><u>Monday – Friday</u></b>	<b><u>Saturday</u></b>
Resident	\$30.00/hour	\$35.00/hour
Non-Resident	\$45.00/hour	\$55.00/hour
Early Open	\$30.00/event	\$30.00/event

**No Damage & Policy Compliance Deposit Required. All rentals require a 4-hour minimum.**

### **MISCELLANEOUS EQUIPMENT RENTAL**

Microphone (Constitution Hall Only)	No Charge
Podium	No Charge
Piano (Constitution Hall Only)	\$50.00

### Food/Beverage Guidelines

- The Community Center adheres to food regulations established by the Hennepin County Health Department whose guidelines require all food be prepared off-site. The kitchen space may only be used as a staging/warming area.
- All food and beverage must be provided by a caterer licensed by the State of Minnesota and/or purchased commercially. **A copy of the caterer's license** must be provided to the Community Center.
- The Minnesota Food Code grants an exclusion from a caterer requirement when only invited guests are present. Under that exclusion, a private party renting facility space can bring in food from a source other than a licensed caterer, as long as only invited guests are served.
- Kitchen must be left in a clean, orderly condition.

### Music/Audio/Noise

- Sound levels for bands, DJ and/or audio equipment must be controlled and maintained at a level appropriate for the room size. Brooklyn Center Community Center reserves the right to determine appropriate volume levels. Noise levels should not disturb other groups in the building.
- All music and/or audio displays must cease 30 minutes prior to contract ending time.
- Contract holder is responsible for managing entertainment, ceasing performances and vacating the building by contracted time.

### Room Set-Up & Decorations

- Room set-up will be done by Community Center staff based on agreed floor plan. **FLOOR PLAN CHANGES CANNOT BE ACCOMMODATED BY COMMUNITY CENTER STAFF DURING RENTAL PERIOD.** Contract holders are not to move or relocate any tables in rental facility.
- The Community Center does not supply table linens, dishes, flatware, warming pans or utensils.
- Decorating is permitted within the hours on the contract. All decorations must be removed including tape/string from tables and chairs. Decorations left will be discarded.
- Tape may only be used on brick walls. Putty is not allowed.
- Use of candles is allowed provided they are contained and the flame is beneath the container. Open flames are prohibited.
- **Paper/metallic confetti, rice, glitter and birdseed are prohibited in the building and on the surrounding grounds.**
- Balloons must be securely anchored within the room.



### Events and Activities Not Permitted

#### TYPE OF EVENTS NOT PERMITTED

Child/youth based events  
Fundraisers  
Events where product is sold  
Political Party events  
Weddings/wedding receptions

#### NO ORANGE, RED AND GRAPE LIQUIDS

The Community Center prohibits the use of orange, red and grape liquids.

#### NO GAMBLING

Gambling of any nature is prohibited.

#### NO ALCOHOL

The Community Center and surrounding grounds are alcohol-free. If alcohol is discovered in the building or on the surrounding grounds, the event will be terminated and the contract holder will forfeit entire rental deposit and fees.

#### NO SMOKING & TOBACCO USE

The Community Center is a tobacco-free/smoke-free (including e-cigs) building. The use of tobacco products including e-cigs is prohibited.

### Policies

The **contract holder** for the Community Center, its facilities and surrounding grounds agrees to:

- Comply with all City ordinances, Minnesota State Statutes, Federal laws, and the established rules for use which apply to authorized use of the Community Center.
- Assume full responsibility for any unlawful act committed in the exercise of the contract.
- Supervise the conduct of their group. Disorderly conduct of participants is prohibited.
- Abide by all food regulations required by the Hennepin County Health Department.
- Use rental space only during the time stated on the facility rental contract.
- Vacate the premises at the end of the contracted time.
- Have children/youth under the direct supervision of an adult at all times.
- Assume all responsibility for noise levels of participants.
- Leave facility rooms in a clean and orderly condition.
- Place trash in designated containers.
- Limit the number of people to the number of attendees listed on their contract.
- The cost of extra maintenance required for clean up or damage to the facilities will be deducted from the Damage and Policy Compliance Deposit.

### Violations Policy

Violation(s) of Community Center policies will result in forfeiture of all deposit and rental fee monies, the termination of the event and the loss of opportunity to use the facility in the future. The Community Center reserves the right to terminate an event early if any policies are violated.

### Liability

The group, individual or organization using the Community Center shall agree to compensate the City of Brooklyn Center for all damages to facilities, equipment or other property owned by the City, to compensate an employee for damage to personal property by any person(s) attending the event, and further assumes all liability for any personal injuries, including death caused by participants in the scheduled event. The contract holder will be responsible for reimbursement of damages, including those in excess of the deposit and rental fees.

### Contract Reservation Requirements

- Contract holders must be at least twenty-one (21) years of age.
- Reservations will only be established for the actual contract holder.
- All rentals must be booked **at least** three weeks prior to contracted date. Private parties may make reservations up to six months in advance. Non-profit organizations and businesses may make reservations up to three months in advance.
- Tax exempt organizations are required to submit a completed ST3 **prior** to the execution of a facility rental contract. This form must include the organization's tax ID number.
- Non-refundable room rental down payment may be required at time of reservation.
- The Brooklyn Center Community Center requires a Damage and Policy Compliance Deposit along with a signed contract for all rentals. By signing the rental contract, the contract holder agrees to abide by the policies of the Community Center and its rental facilities
- The signed rental contract and rental fee are due ten (10) days after contract is mailed. The Damage and Policy Compliance Deposit is due (14) days prior to the event date. There are no exceptions.
- The Community Center accepts cash, check, Visa or MasterCard for facility rental fee. The deposit fee **must** be paid by Visa, MasterCard, cash, money order or cashier's check only. **No personal checks will be accepted for the Damage Deposit.**

### Damage and Policy Compliance Deposit

Any damage to facilities and/or equipment must be reported to the Community Center staff immediately. Deposit fees are refundable provided the building/contracted room passes staff inspection. Contract holder forfeits the deposit if any policies are violated, including but not limited to improper use, vandalism, theft, and/or damage to equipment/facility, exceeding number of attendees, and excessive staff time during or after the rental period.

- A deposit paid by cash, money order or cashier's check will be refunded in the form of a check in approximately 2 weeks. A deposit paid by Visa or MasterCard will be refunded within 1 week.
- A portion of the deposit fee is forfeited if group does not exit facility by contracted ending time. For every 15 minutes past contracted ending time, the group will be charged \$50.

**Use this checklist at the conclusion of your event to make sure you haven't forgotten anything.**

- Coffee urns are washed and put away.
- Counters and tables are wiped down.
- Refrigerator, freezer and warming ovens are clean.
- All trash is in proper containers. (Extra bags are available from the front desk.)
- All items on the floor that cannot be vacuumed have been picked up and placed in the trash.
- All decorations have been removed. All tape and string is removed from, walls, chairs and tables.
- Check the room for your personal belongings. The Community Center is not responsible for items that have been left behind after group has exited the facility.
- Check the refrigerator to retrieve all leftover food.

**Cancellation Policy**

The Community Center reserves the right to cancel a contract if rental and deposit fees are not paid in full by the due dates. Rental and deposit fees are refundable if the Community Center cancels the use of the facility space for any reason other than violations by the contract holder.

- In the case of mechanical failure of facility equipment (pool, electricity outage, etc.), the contract holder will be notified by the Community Center staff as soon as possible. The Community Center management will have the authority to determine whether the facility room environment is in usable condition, and will not be liable to the contract holder for the consequences of any cancellation. Depending on the occurrence, the Community Center management may adjust the fee or arrange a substitute rental period.
- A contract may be canceled by the City up to the time of use when a state of emergency is declared or unsafe environmental conditions or utility services are interrupted. In these circumstances, the City of Brooklyn Center assumes no responsibility for any disruption cancellation may cause. The City will attempt to notify the contract holder immediately if cancellation is necessary.

If contract holder finds it necessary to cancel the event, the cancellation fee will be based on the following:

<b>Notice of cancellation received</b>	<b>Contract holder will receive</b>
<b>More than 150 days prior to event date</b>	<b>75% of rental fee</b>
<b>From 149 to 91 days prior to event date</b>	<b>50% of rental fee</b>
<b>From 90 to 31 days prior to event date</b>	<b>25% of rental fee</b>
<b>30 days or less from event date</b>	<b>Full rental fee will be forfeited</b>