

# Community Center Room Rental Application

Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Business or Organization: \_\_\_\_\_ Tax exempt? Yes \_\_\_ No \_\_\_  
Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone (H): \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_  
E-mail \_\_\_\_\_

Requested Date of Rental: \_\_\_\_\_ Day of Week \_\_\_\_\_  
Event Start & End Time (*Time guests will be present*) \_\_\_\_\_  
Rental Start & End Time: (*Time needed for event, set up and clean up*) \_\_\_\_\_  
Describe Your Event and Activities Related to the Rental: \_\_\_\_\_

Number of Guests \_\_\_\_\_ Will food be served? Yes \_\_\_ No \_\_\_ (*The use of the kitchen is required if food is served.*)

Additional notes regarding your event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature Date

**PLEASE INDICATE WHICH ROOM YOU WOULD LIKE TO RESERVE**

Constitution Hall	_____	Cohen Room	_____	Room 221	_____
Plus Kitchen	_____	Plus Kitchen	_____	Arts & Crafts Room	_____

*See additional information regarding the rooms and fees on the back.*

**STAFF USE ONLY** Room Available \_\_\_\_\_ Verified Brooklyn Center Resident \_\_\_\_\_  
Notes: \_\_\_\_\_  
\_\_\_\_\_

## 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