



COMMUNITY CENTER FACILITY ROOM RENTAL

RENTAL FEES & SERVICES Rental fees are subject to change and **do not** include applicable taxes. Set-up of facility-owned tables and chairs is included in the Rental fee. *Contact the facility rental coordinator at 763-569-3470 for availability.*

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 setting, or 192 for a banquet function. Kitchen has two convection warming ovens, commercial refrigerator and freezer, three sinks, and commercial coffee urns.

Kitchen cannot be rented separately.

| <u>Rental Fees</u> | <u>Tuesday – Friday</u> | <u>Saturday</u> |
|---|-------------------------|-----------------|
| Brooklyn Center 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. The 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, and commercial coffee urns.

Kitchen cannot be rented separately.

| <u>Rental Fees</u> | <u>Monday - Friday</u> | <u>Saturday</u> |
|---|--|-----------------|
| Brooklyn Center 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

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

Located on the upper level with no kitchen access. *(These rooms are available on a limited basis.)*

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 |

ROOM SET-UP & DECORATIONS

Room set-up will be done by Community Center staff. We will assist you with your desired floor plan. Floor plan changes cannot be accommodated during the rental. Contract holders are not allowed to move or relocate any tables or chairs.

- Include time for decorating and clean up in your requested rental time.
- You supply your table covers, napkins, dishes, flatware, warming pans or utensils.
- You may decorate the room; however, all decorations must be removed at the end of your event. Only use tape on the brick walls.
- Use of candles is allowed provided they are contained and the flame is beneath the candle holders such as lanterns, vases, etc.
- Paper/metallic confetti, rice, glitter and birdseed are prohibited in the building and on the surrounding grounds.
- Balloons must be securely anchored in the room.

FOOD & BEVERAGE GUIDELINES

Hennepin County Health Department food regulations require all food be prepared off-site. The kitchen space may be used as a staging/warming area only.

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 only exclusion is when invited guests only 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. You can serve food you've prepared to your invited guests.

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 so other groups in the building are not disturbed.

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.

Events & Activities Not Permitted

The Brooklyn Center Community Center does not permit child/youth based events, fundraisers, events where product is sold or political party events. Weddings or wedding receptions at management's discretion.

The Community Center and surrounding property are alcohol-free. If alcohol is found at an event, the event will be terminated and the deposit forfeited.

All city property is tobacco-free/smoke-free (including e-cigs). No tobacco products are allowed.

Gambling of any nature is not allowed.

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. Management will have the authority to determine whether the facility is in usable condition and will not be liable to the contract holder for the consequences of any cancellation. Depending on the occurrence, 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 rental contract is

canceled by contract holder, a part of the deposit may be forfeited.

CONTRACT RESERVATION REQUIREMENTS

- Contract holder must be at least 21 years of age.
- Reservations will only be established for the contract holder.
- All rentals must be booked at least three weeks prior to contracted date.
- Tax exempt organizations are required to submit a completed ST3 prior to the execution of a facility rental contract.
- 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, rental fee and Damage Deposit fee are due ten (10) days after contract is processed and mailed.
- Payment may be made with cash, check, Visa, Discover, American Express, or MasterCard.

CONTRACT POLICIES

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 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 the group. Disorderly conduct 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 and vacate the premises at the end of the contracted time.
- Have children/youth under supervision of an adult.
- Assume full responsibility for noise levels.
- Leave facility in a clean and orderly condition.
- Place all trash in containers provided.
- Limit the number of people to the number of attendees listed on the contract.
- NOTE: The Community Center closes at 9 pm Monday thru Saturday.

DAMAGE AND POLICY COMPLIANCE DEPOSIT

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.

Report to staff immediately any damage to facilities and/or equipment. Deposit fees are refundable when the facility is left in proper condition. The deposit may be forfeited if any policies are violated.

If group does not exit facility by contracted ending time, there will be a charge of \$50 for every 15 minutes past contracted time.

The cost of extra maintenance required for clean up or damage to the facilities will be deducted from the Damage and Policy Compliance Deposit.

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.

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 ovens are clean.
- ✓ All trash is in trash containers. (Extra bags are available from the front desk.)
- ✓ All decorations have been removed.
- ✓ Check the room for your personal belongings. The Community Center is not responsible for items that have been left behind.
- ✓ Check the refrigerator for leftover food.