



Brooklyn Center 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 _____

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.

INTERNAL STAFF NOTES: _____

Verified Brooklyn Center Resident _____

Community Center Room Rental Information & Fees

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. *Please 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 arrangement, 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. 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.***

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

<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

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