



City of Coon Rapids
Policy for Use of City Center Facilities
11155 Robinson Drive, Coon Rapids MN 55433
Civic Center Facilities Coordinator: (763) 767-6522
Email: civiccenter@coonrapidsmn.gov
Website: www.coonrapidsmn.gov

The Coon Rapids City Center, located at 11155 Robinson Drive, is operated by the City of Coon Rapids. The City Center has a large banquet/meeting room, with adjacent kitchen facilities, an adjacent training room and seven other meeting rooms which may be scheduled for use by community residents, civic groups, non-profit organizations and non-residents.

CLASSIFICATION AND PRIORITY OF USERS:

- Priority 1. Any event directly sponsored by the City of Coon Rapids.
- Priority 2. Events conducted by a Coon Rapids Civic, Athletic or Public Organization.
- Priority 3. Events conducted by a Coon Rapids Resident, Non-Profit or Business.
- Priority 4. Events conducted by a Non-Resident.

AVAILABLE RENTAL SPACES:

- 1. Banquet Facility: The banquet facility is comprised of Civic Room A, Civic Room B, Training Room and the kitchen. The facility seats up to 230 people banquet style or up to 265 auditorium style. Moveable partitions can divide the space into the three separate rooms with capacities as follows:
 - a. Civic Room A or B seats 80 banquet style or 100 auditorium style.
 - b. The Training Room seats 61 banquet style or 61 auditorium style or 34 classroom style.
- 2. Conference Room 1 located by Council Chambers seats 20 (not available for evening use)
- 3. Conference Room 2 located by Community Development seats 12 (not available for evening use)
- 4. Conference Room 3 located by the City Manager's office seats 12 (not available for evening use)
- 5. Conference Room 4 located by Finance Division seats 12 (not available for evening use)
- 6. Arts & Craft Room located in the Civic Center seats up to 20 comfortably at pre-arranged tables.
- 7. Conference Room 5 located in the Civic Center seats 12-15 around a permanent oval shaped conference room table.
- 8. Recreation Room located in the Civic center seats up to 15 comfortably at pre-arranged tables.

HOURS OF USE

1. The Civic Center is home to the Coon Rapids Senior Center Monday-Thursday during the hours of 8:00 AM–4:30 PM and on Friday from 8:00 AM-4:00 PM. Civic Center rooms are available to rent to other groups during the following hours:
 - a. Monday –Thursday 4:30 PM – 10:00 PM
 - b. Friday 4:00 PM - 12:00 midnight (conference rooms until 10:00 PM only)
 - c. Saturday 8:00 AM – 12:00 midnight (conference rooms until 10:00 PM only)
 - d. Sunday 8:00 AM – 10:00 PM
2. The Civic Center is closed on City holidays, except for contract use or previously scheduled events.
3. Access is limited to the period of time reserved.

GENERAL RULES

The user of the City Center and surrounding grounds agrees to follow these rules:

1. Supervise the conduct of the members of their group. Disorderly conduct of participants is prohibited.
2. No open flames or ovens that burn charcoal or wood are allowed to be brought into the building or put on the dock. They must be outside and a minimum of 10 feet from the exterior of the building.
3. Use only spaces approved for use.
4. Leave spaces used in a clean, orderly fashion, including replacing items removed.
5. Use of the kitchen requires a licensed caterer on-site during the event. The license must be issued by the State of MN or a Minnesota County and provided to the Facilities Coordinator no later than one month prior to the event. The caterer is required to come in for a kitchen tour and instructions a minimum of 2 weeks prior to the event the first time they cater at our venue.
6. A Coon Rapids Police Officer is required when alcohol (beer and wine only, no hard liquor) is being served; cost to be paid by the permit holder.
7. All music and alcohol must stop at 12:00 A.M. on Friday and Saturday and 10:00 P.M. on other nights and all guests should be gone from the building, except those helping with clean-up. One hour is allotted for cleanup.
8. No items may be taped, tacked or put on any walls or ceilings in the Civic Center. Decorations are done by the permit holder and must be removed upon completion of the event. Installation of decorations may not inconvenience any other group and must be done within the period of time reserved.
9. No paper/metallic confetti, glitter, bird seed, decorative sand, rice or other small decorations may be used in the building or on the grounds. All decorations must be pre-approved by the Facility Coordinator.
10. Stages and outside tents are not permitted.

11. Candles are allowed provided they are in an enclosed container.
12. All persons and any items associated with the rental must be out of the City Center at the end of the rental time. No items are to be left overnight. The City Center is not responsible for items that have been left. All activities need to conclude at the closing time stated on the permit.
13. Comply with all City ordinances, Minnesota State Statutes, Federal laws and the established rules for use which apply to authorized use of the City Center.
14. Illegal gambling is prohibited. Lawful gaming may only be conducted pursuant to State law and only if a lawful gaming permit has been issued by the City.
15. The permit holder shall assume all responsibility for noise levels of their participants and noise levels shall not disturb other groups or the surrounding neighborhood.
16. Violation of these rules may result in the denial of future permits for use of the City Center. Violation of these rules may result in forfeiture of all deposit money. Denial of use does not exempt violators from possible civil or criminal prosecution under applicable City ordinances, State or Federal laws.

SUPERVISION

The group, individual, or organization using the City Center must provide competent adult supervision for the entire time participants are in the building or on the surrounding grounds.

LIABILITY

Any group, individual or organization using the Coon Rapids City Center agrees to indemnify and defend the City of Coon Rapids, its agents, and employees from any and all damages to facilities, equipment or other property owned by the City, its agents or employees, and further assumes all liability for any personal injuries, including death, caused by participants in the scheduled event. The permit holder will be responsible for all damages, including those in excess of the deposit, and must reimburse the City for the cost of reasonable attorneys' fees spent to prosecute or defend a legal claim arising out of the use of the Coon Rapids City Center.

SMOKING

The City Center is a smoke-free building. Smoking is allowed outside the building only.

BEER AND WINE POLICY

1. Beer and/or wine may be served at the Coon Rapids Civic Center Banquet Facility. No hard liquor is allowed. The beer and wine service may be done by the permit holder or someone in the party or a licensed liquor caterer may be hired.
2. When beer and wine are being served, the Facilities Coordinator will hire a Coon Rapids Police Officer to work the event. The permit holder will be assessed an additional fee for the police officer (see current fee schedule for cost). The Police Officer will be at your event from the start of alcohol service until the last person leaves. If the end of the event extends beyond times stated in the general rules/contract, an additional hourly fee will be charged.

3. If the permit holder or someone in the party serves the beer and wine, a copy of the permit holders homeowner's or renters insurance will be required, showing \$300,000 of liability coverage must be provided to the Facilities Coordinator no later than one month prior to the event. "Special Events Insurance" is an option for those who do not have homeowner's or renters insurance. Permit holder should contact their insurance agent for more information.
4. If a licensed liquor caterer is hired to serve the beer and wine, the caterer must show proof of having a liquor license and provide a copy of their Certificate of Liability Insurance (including host liquor liability) when beer or wine is served with total liability for all damages a minimum of \$300,000 per occurrence, to the Facility Coordinator no later than one month prior to the event. The caterer may sell beer/wine as an incidental part of food service that serves prepared meals.
5. Service and consumption of beer and wine is allowed only in the Civic Rooms, Training Room, and patio area (not in the hallways, corridors, restrooms, front entrance or parking lot).
6. Beer and wine can only be dispensed to persons 21 years of age or older who are attending the event for which the beverage is being served.
7. No compensation may be exchanged for beer and wine unless a caterer is hired according to the stipulations as listed in #4. This includes donations, advance sale tickets and tips.
8. No beer or wine may be served after 12:00 A.M. on Friday and Saturday evenings or after 10:00 P.M. on other nights and alcohol must be removed from the building at this time.
9. All parties consuming beer or wine must conform to all City and State liquor laws.
10. Violation of these rules may result in the denial of future permits for use of the Civic Center and/or may result in the forfeiture of all deposit money. Denial of use does not exempt violators from possible civil or criminal prosecution under applicable City ordinances, State or Federal laws.

APPLICATION FOR USE

1. All groups not coordinated, supervised, or otherwise conducted by the City must complete the "Application and Permit for Use of City of Coon Rapids Facilities".
2. All applications will be reviewed by the Facility Coordinator. The applicant will receive, in writing, the approval or disapproval of his/her application. If approved, the application then becomes the Permit.
3. Residents of the City of Coon Rapids may make reservations up to eighteen months in advance. Non-residents of Coon Rapids may make reservations up to twelve months in advance.
4. Residents may not reserve the facilities for a non-resident.
5. The Facility Coordinator will assign conference rooms based on availability and size of the group.
6. The Facility Coordinator may limit the number of dates an individual or group may reserve to ensure that one group does not dominate use of a particular room or facility.

7. Rooms should be left with the same arrangement as upon arrival. Unless specific arrangements have been made, standard room set-ups will apply.
8. A permit will be denied if the Civic Center has been previously reserved or if the requested use is for an activity contrary to City ordinance. The City reserves the right to deny or cancel a permit if the regulations are violated.
9. Permits may not be assigned, transferred or sub-let to anyone other than the person/organization making the application.
10. A permit 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 assumes NO responsibility for any disruption cancellation may cause. The City will attempt to notify the applicant immediately if cancellation is necessary.

APPLICATION FOR USE OF THE BANQUET FACILITY OR BANQUET ROOMS (CIVIC A OR B, TRAINING ROOM)

- The Banquet Facility (Civic A, B, Training Room & Kitchen) will be rented as a package on Friday evenings and Saturday all day, until 6 months before any given date. Within 6 months of the date, the separate rooms may be rented individually or in any combination.
- Civic Rooms A & B and the Training Room may be rented separately on Sundays – Thursdays.
- Permit for use for the Banquet Facility or Banquet Rooms includes set up and take down of up to 29 round tables, (9) 8-foot tables, (5) 6-foot tables, (18) 5' x 1-1/2' tables, 19 card tables and approximately 230 chairs, restrooms, dance floor and three hours of clean-up. If additional clean-up is required, the cost is passed onto the permit holder. For groups using the facility for no rental fee, there is no set-up or clean-up provided. Groups may move tables and chairs for their event, but MUST put them back as they found them unless prior approval is given.

Steps to reserve the Banquet Rooms:

1. Contact the Facility Coordinator to check availability of date. Obtain a rental packet in person at the Civic Center or online at <http://www.coonrapidsmn.gov/civiccenter.htm>
2. Return the completed Application and Permit for Use form with one-half of the rental fee.
3. The Application and Permit for Use form will be processed and if approved, a signed copy returned to the applicant along with a confirmation letter.

Once the room reservation has been approved, the following steps occur:

1. Approximately 4-6 weeks prior to the event, the permit holder must call or email to set up a time to meet with the Facility Coordinator at the Civic Center to make final arrangements and pay the balance due. (For this meeting, permit holder should know approximately how many people will attend, whether rental items such as table linens, napkins, plates, cups, etc. will be rented from the Civic Center or provided by other source and timeline of when decorator will arrive, when guest arrive, when food & alcohol will be served, etc.). The final number of attendees needs to be given to Facilities Coordinator no later than 2 weeks prior to the event.
2. On the day of the event, room set-up will be done by City staff based on agreed upon floor plan. No changes to the set up can be made after one week before the day of the event.

3. After the event, permit holder is responsible for clean-up as follows:
 - a. Remove decorations and all other items you have brought in. The City Center is not responsible for any items that have been left behind.
 - b. Pick up all trash from inside the banquet hall, hallways, outside patio, outside front entryway and parking lot. Place in trash bags and place the bags in the recycling bin located on the right side of the loading dock.
 - c. Wipe off tables and chairs (must bring own towels, bucket and cleaning products).
 - d. If kitchen is rented, it must be cleaned thoroughly. Full instructions will be on the courtesy letter signed at final planning meeting.
 - e. If rental items are rented from the Civic Center, detailed instructions on handling the items will be specified in the courtesy letter signed at the final planning meeting.
4. Refund of damage deposit will be issued via check within 30 days after the event. If any of the damage deposit is retained, a detailed letter/email will be sent with explanation.

APPLICATION FOR USE OF THE CONFERENCE ROOMS AT THE CIVIC CENTER (ARTS & CRAFTS, CONFERENCE ROOM #5 OR RECREATION ROOM)

Steps to reserve a conference room:

1. Contact the Facility Coordinator to check availability of date. Obtain a rental packet in person at the Civic Center or online at <http://www.coonrapidsmn.gov/civiccenter.htm>
2. Return the completed Application and Permit for Use form with the rental fee plus the \$50 damage deposit fee. Rooms are not considered reserved until payment is received.
3. The Application and Permit for Use form will be processed and if approved, a signed copy will be returned to the applicant along with a confirmation letter.

Once the room reservation has been approved/confirmed the following steps occur:

1. Day of the meeting:
 - a. A standard room set up will be provided. If you move tables & chairs around, please restore them to the original positions before you leave.
 - b. Ensure all trash is picked up and in the trash receptacles.
 - c. Wipe off tables & chairs if necessary.
 - d. Leave the room in the same or better condition than it was when you arrived.
2. Refund of damage deposit will be issued via check within 30 days after the event. If any of the damage deposit is retained, a detailed letter/email will be sent with explanation.

CANCELLATION POLICY: Rental fees and other charges are completely refundable if the City cancels the use of the Civic Center for any reason other than violations by the user. If the permit holder requests cancellation more than forty-five (45) days before the event, a full refund will be issued if an alternate user is found. There is no refund of the rental fee if a permit holder cancels within forty-five (45) days prior to the event.

**COON RAPIDS CIVIC CENTER
2012 SERVICES AND FEES**

	<u>Mon-Thurs</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Banquet Facility (Includes Civic A, Civic B, Training Room & Kitchen):				<u>4 hr block</u>
• Coon Rapids Civic, Athletic or Public	\$215	(2)	\$745 (1)	(2)
• Additional hourly rate if more needed	27	55	50	55
• Coon Rapids Resident, Non-Profit or Business	\$355	\$550	\$745	\$260
• Additional hourly rate if more needed	45	N/A	50	65
• Non-Resident	410	640	845	300
• Additional hourly rate if more needed	50	N/A	53	75
Civic Rooms A & B rental rates:				
• Coon Rapids Civic, Athletic or Public	100	165	550 (1)	120
• Coon Rapids Resident, Non-Profit or Business	180	400	550	120
• Non-Resident	220	475	630	160
• Additional hourly rate if more needed	70	65	75	35
Training Room rental rates:				
• Coon Rapids Civic, Athletic or Public	40	75	115 (1)	40
• Coon Rapids Resident, Non-Profit or Business	100	75	115	40
• Non-Resident	115	90	135	48
• Additional hourly rate if more needed	35	25	35	10
Kitchen rental rates	75	75	80	75
If beer/wine, add	525	525	525	525
Hourly rate for police officer if past closing	75	75	75	75
Auditorium Style set-up full banquet/one room	110/55	110/55	110/55	110/55

(1) A.M. rentals until Noon are at \$55 per hour for all or portions of Civic A, B and Training, to a maximum of \$165.

(2) \$55 per hour for all or portions of Civic A, B and Training, to a maximum of \$165.

- Monday -Thursday rates are based on a 4 hour rental.
- Friday rate is based on 8 hour rental. Banquet facility cannot be split up until 6 months prior to event date.
- Saturday is based on a 12 hour rental. Banquet facility cannot be split up until 6 months prior to event date.
- Sunday is an hourly rental with a 4 hour minimum to start.

Note: 25% discount allowed if Banquet Rooms are available 45 days or less from date of event.

CONFERENCE ROOMS, ARTS & CRAFTS ROOM AND RECREATION ROOM:

Rental rates:

- Coon Rapids Civic, Athletic or Public No Charge up to 8 hours per month.
Additional hours are \$15 per hour.
- CR Resident, Non-Profit or Business (Mon-Thurs) \$40 for first 4 hours
Additional hours are \$15 per hour
- CR Resident, Non-Profit or Business (Fri-Sun) \$60 for first 4
Additional hours are \$15 per hour
- Non-Resident (Monday-Thursday) \$50 for first 4 hours
Additional hours are \$15 per hour
- Non-Resident (Friday-Sunday) \$75 for first 4 hours
Additional hours are \$15 per hour

DAMAGE DEPOSIT:

- \$500 for Banquet Rooms – due 30 days prior to event
- \$250 for Civic Rooms A & B – due 30 days prior to event
- \$175 for Civic Room A or B – due 30 days prior to event
- \$75 for Training Room – due upon application
- \$50 for Conference Rooms – due upon application

EQUIPMENT RENTALS RATES (including sales tax):

• tablecloths (round, 8-foot, 6-foot, or card)	\$4.50 each
• napkins	\$.45 each
• plates and silverware	\$0.50/item; replacement cost \$5.00/item
• coffee cups	\$0.50/item; replacement cost \$5.00/item
• goblets	\$0.50/item; replacement cost \$5.00/item
• coffee maker*	\$10
• coffee servers	\$3.00/item; replacement cost \$15.00/item
• pitchers	\$1.00/item; replacement cost \$5.00/item
• salt and pepper shakers	\$1.50/set; replacement cost \$4.00/set
• projection screen*	\$5
• white board easel*	\$5
• regular easel*	\$5
• microphone*	\$10
• slide or overhead projector*	\$5
• LCD projector, DVD/VCR player	\$155
• small TV/VCR/DVD*	\$5
• piano	\$50
• grills	\$20 each
• lighted arch	\$25
• wooden arch	\$10
• rope lighting	\$10
• chocolate fountain	\$20.00; replacement cost \$50.00
• punch bowls	\$5.00/each; replacement cost \$40.00/item
• mirror squares	\$1.00/each; replacement cost \$5.00/item
• ice candle votives	\$.50/each; replacement cost \$2.00/item

*Civic, Athletic and Public exempt.