



Chaska Community Center Community Room Rental Application Form

This application form must be filled out **COMPLETELY** prior to the requested usage date. The person filling out this application (Contact Person) must be an adult. All youth participating in a rental at the Community Center must have adult supervision at all times.

All appropriate fees must accompany this application form prior to the application being approved and a facility reservation contract being issued.

Check Appropriate Boxes Below:

- Full Community Room** (group doing their own set-up/take-down)
Chaska Resident/CCC Member \$35/hour Non-Member \$40/hour
- Half Community Room** (group doing their own set-up/take down)
Chaska Resident/CCC Member \$25/hour Non-Member \$30/hr
A \$300/\$600 refundable Damage Deposit may be required for certain large events. The Facility Coordinator will advise if this is applicable.
- w/Kitchen - \$25 flat rate
- w/CCC Set-up - \$50 flat rate
- w/CCC Take-down - \$50 flat rate (mandatory **WITH ALCOHOL**)
IF ALCOHOL IS BEING SERVED, INDICATE TIME FRAME (3 hr block of time):
_____ am / pm TO _____ am / pm

Equipment Needs	
<input type="checkbox"/>	TV/DVD/AV cart (w/HDMI capability)
<input type="checkbox"/>	Screen
<input type="checkbox"/>	Podium
<input type="checkbox"/>	Microphone – check one
___	Wired Mic
___	Wireless handheld Mic
___	Wireless Clip-on (lapel) Mic
<input type="checkbox"/>	LCD Projector - \$40
Please provide credit card # in case of damages _____	
Visa	Master Am-X Discover
Exp. _____	Verification Code _____

Contact Person _____

Mailing Address _____ City _____ Zip _____

Primary Number _____ Alternate Number _____

Email Address _____

Name of Organization (if applicable) _____

Requested Day and Date _____

Room Start Time _____ AM PM Room End Time _____ AM PM **TOTAL HOURS** _____
(includes set-up) (includes take-down/clean-up)

EVENT DETAILS:
 Nature of Event _____ (meeting / banquet / birthday / reception...)

Actual Event Start Time/Guest Arrival: _____ AM PM Event End Time: _____ AM PM

Anticipated Number of People: _____

Are you serving food? YES NO *If YES, please explain (bringing own, catering, etc)* _____

Are you providing any type of entertainment (music, entertainer, etc)? YES NO *If YES, please explain* _____

The undersigned hereby agrees to be responsible for any damage to the facility occurring during and by this use, and agrees to be responsible for the conduct of all persons attending this function. Applicant further agrees to be responsible for any accident or injury occurring to anyone during and by this use, and agrees that the City of Chaska & its employees shall not be responsible for any such injury or loss.

Signature _____ Date _____



Chaska Community Center Community Room Policies and Procedures

- 1) A minimum of 7 days notice is required to reserve the Community Room. Residents cannot reserve the Community Room or any other Chaska Community Center space for a non-resident group.
- 2) A \$300/\$600 refundable damage/clean up deposit may be required for certain large events – the Facility Coordinator will advise if this is applicable. If you are serving Alcohol, the \$600 refundable damage/clean up deposit is automatic. Renters are responsible for any damage occurring during and by their use.
- 3) If you are serving alcohol the \$50 take down/clean up charge is automatic. Please also review, and adhere to, the separate Alcohol Policies which will be provided by the Facility Coordinator.
- 4) All of the appropriate forms and fees must be submitted prior to any confirmation permit being issued. Do not consider the space booked for your group until you receive a “Facility Permit” confirming your date and time. This includes all forms required for alcohol consumption.
- 5) No reservation requests will be accepted earlier than 12 months prior to the requested usage date.
- 6) Cancellations must be made at least 6 weeks from the date of event to receive a full refund of any payments made (damage deposit automatically returned). Cancellations made less than 6 weeks to the date of the event will be charged 20% of the total room fee (damage deposit automatically returned).
- 7) Smoking is prohibited in the Community Room and all other parts of the Community Center. Please make sure your guests observe this ordinance.
- 8) The Community Room is intended to meet a variety of needs. Its primary use is for larger gatherings best suited in a banquet room this size. Other uses may include small functions such as meetings, wedding/baby showers, athletic banquets, etc. Groups which would require monthly or bi-weekly bookings solely in the Community Room will be requested to seek other available facilities. The policy is necessary to accommodate the largest number of groups possible.
- 9) NO CANDLES!
- 10) Tables and Chairs – tables are 6 foot rectangular, about 30 inches wide. We do NOT have round tables. The chairs do have arms.
- 11) DECORATING: Tacks, nails, glue, tape and other adhesive type products are not permitted use on any walls in the Community Room. If you can find magnetic hooks to attach to the ceiling tiles in order hang things that is acceptable. The blue 3M painters tape or 3M Command Strips are acceptable. Absolutely no tape may be used on the floor EXCEPT the blue 3M painters tape.
- 12) CLEANING: Renter is responsible for clean-up of room – this includes sweeping floor; throwing all garbage away in cans provided; wiping tables down before putting away; cleaning kitchen if used. Supplies (broom, dust pan, spray cleaner and rags) located in Chair Storage closet.
- 13) The Community Room has a maximum capacity of 200 with tables and chairs banquet style; 230 using chairs only in a theater-style arrangement. Larger groups may rent adjacent areas. Half of the Community Room has a maximum capacity of 80 with tables and chairs; 100 using chairs only in a theater-style arrangement.
- 14) Please have guests to your event enter the main doors to the Community Center.
- 15) If providing music, please keep at a reasonable level as well as no music with foul language, as the CCC is open to the public during your event.



CHASKA COMMUNITY CENTER
Community Room Damage/Clean Up Deposit

CONTRACT

*Please read carefully and return with Rental Application form.

\$300 Damage Deposit (no alcohol) \$600 Damage Deposit (w/alcohol) Damage Deposit Not Applicable

The Chaska Community Center requires all renters within the Community Center to be responsible for the operating rules of the Chaska Community Center, as well as for the conduct of its group or others present during the rental period. The rental party shall take full responsibility for undue damage and excessive dirty, or untidy, conditions to the building, rooms and/or City equipment and furniture. Please remind your group that the Chaska Community Center is a place of business. Children running or playing in the hallways or restrooms will not be tolerated, and if serving alcohol, all beverages must be contained in the area that is rented and are NOT allowed in the hallway or Theater gallery.

COMMUNITY ROOM

Examples that renter is responsible for include, but are not limited to:

- 1) Supervision of all guests in the Community Center.
- 2) Damage resulting from inappropriate actions.
- 3) Soiling and/or stains caused by neglect and irresponsible action and activities.
- 4) Making sure all garbage is thrown away in garbage cans provided in the room.
- 5) Wipe down all tables before putting them away.
- 6) Sweep the floor before leaving – large and small brooms located in the chair storage closet.
- 7) All decorations taken down and removed – please see Policies sheet for rules on decorating.
- 8) Any clean-up period of time that is in excess of our average clean up time that is the result of any of the above noted examples.

KITCHEN *The CCC will not furnish cleaning supplies or any cooking utensils.

Thoroughly clean the following areas as used:

- 1) All counter tops and sinks
- 2) Oven, stove top, and microwave
- 3) Coffee makers (if used)
- 4) Any spills in the Refrigerator or Freezer
- 5) Any walls dirtied during the event.
- 6) Sweep the floor

***IF YOU HAVE CONTRACTED WITH THE CCC STAFF TO DO TAKE DOWN FOR YOU (\$50):**

Take down by the CCC staff means our staff will take down and put away the tables and chairs after your event, and clean the floors. The Renter is responsible for making sure all garbage is thrown away in the garbage cans provided; make sure all tables are cleared of any paper products (plates, napkins, cups, table clothes, etc); and have all decorations taken with you.

It is understood that the renter's deposit of \$_____ will be held if the items listed are not thoroughly cleaned or are damaged. Any damages in excess of the amount of the deposit will be billed to the renter.

Signature(s) of Primary Renter(s)

Date

Dear Prospective Community Room Renter,

Thank you for your interest in the Chaska Community Center Community Room. Enclosed are copies of the room policies and a room rental application form. Please note that the Community Center is a tobacco-free facility. The use of tobacco products on the premises may result in a loss of the damage deposit.

To reserve the Community Room definitely for your event, you must return the following to the Facility Coordinator:

- Completed Application Form
- Signed Damage Deposit/Clean Up Contract
- Full Payment for your rental
- Refundable Damage Deposit (if applicable)

You will then receive a 'Facility Permit' confirming your dates and times. **Do not consider any space held for your group until you receive this confirmation.**

Please hold on to your facility reservation contract, as you may need to refer to specific information on the contract.

Again, thank you for your inquiry.

Sincerely,

Jaime Wiemann
Facility Coordinator
City of Chaska