

**Chaska Community Center**  
**Wet & Dry Craft Rooms, Rainbow Room, Sun Room, & Turtle Bay**  
Booking Procedures & Policies

*\*please read carefully!*

**BOOKING PROCEDURE**

- Step 1: Complete room request form and make payment in full. You may mail in with check payment; email or fax application with credit card info; complete application and make payment at CCC Front Desk; or reservations can be made over the phone with the Facility Coordinator with credit card payment. Reservations should be made at least one week in advance.
- Step 2: Parks & Recreation office receives fees and application form and checks for availability.
- a. If available, a permit is sent by mail, or emailed to patron. (DO NOT CONSIDER ROOM BOOKED UNTIL A RESERVATION CONTRACT IS RECEIVED)
  - b. If not available, patron is called immediately to see if times can be shifted to help accommodate them. If times cannot be changed, a full refund will be granted.

**BOOKING POLICY**

1. No spaces are held or "penciled in" over the phone without payment. No rooms will be booked until payment is received. First completed application form and fees received by the Parks & Recreation Department gets the room.
2. **Do not consider the room held for your group until a permit is issued by the City Facilities Coordinator.** The Parks & Recreation offices are open Monday through Friday, 8:00 am – 4:30 pm. Requests received evenings or weekends will be processed with 2-3 working days after received.
3. **For refunds** cancellations must be **2 or more** working days prior of room rental. There is a \$5.00 administrative fee for cutting a refund check.

**GENERAL INFORMATION**

- No one under the age of 18 allowed to rent a room.
- Alcohol is not allowed in any of these rooms.
- Room rental fees do not include admission to use the facilities. A daily admission fee applies to use any of the following CCC facilities: gym, pool/splash pad, playroom, ice skating, and workout equipment.
- **TURTLE BAY ROOM – ALL FOOD AND BEVERAGE MUST REMAIN IN THE ROOM AND CANNOT BE TAKEN IN TO THE POOL OR GYM AREA!**
- Set up/take down/clean-up is the responsibility of the renter. Storage cabinet in each room holds broom/dust pan and supplies to wipe tables down. Please also have all garbage thrown away in cans provided. **Please note: if clean-up is not completed by the renter, you will be billed a CCC clean up charge of \$30. NO PREP TIME IS ASSUMED ON EITHER SIDE OF THE RENTAL.**
- No admittance to room earlier than 15 minutes prior to time stated on the reservation contract (contingent upon any maintenance cleaning from party before being done). Renter is responsible for having a place to store food, gifts, etc. Front desk cannot store these items for you. Room must be cleaned and vacated by ending time on contract.
- All garbage is to be put in the garbage cans for Community Center staff to remove.
- Each room has electrical plug-ins. Craft rooms have a counter & sink. Refrigeration is available in Turtle Bay only.
- If decorating, it must be done and removed within rental time. No nails, tacks or tape on walls.
- Dry marker board available in Craft Rooms & Rainbow room (renter must provide own dry markers). TV/VCR/DVD, overhead projector & portable projection screen are available for an additional fee of \$10 each. Please indicate on application form if you are requesting use of this equipment.

