

CROSSLAKE COMMUNITY CENTER POLICIES, FEE'S AND RESERVATION FORM



The mission of the Crosslake Parks and Recreation Department is to provide recreational services that positively impact the health of our citizens, the environment, the economy and the quality of life in our community.

2018 COMMUNITY CENTER FEE CATEGORIES & COST

DEPOSITS REQUIRED: \$50.00 MEETING ROOMS \$100.00 GYMNASIUM \$50.00 SHELTER (2)

(FEES BELOW INCLUDING TAX):

<u>USER CATEGORY</u>	<u>MEETING ROOMS</u>	<u>GYM</u>
1. CITY ACTIVITIES	\$00.00	\$00.00
2. YOUTH CLUBS	\$00.00	\$11/HR
3. SCHOOL DISTRICT YOUTH SPORTS/CHARTER SCHOOL TWO FREE EVENTS PER WEEK/SCHEDULE PERMITTING (TWO HOUR MAXIMUM PER EVENT) AFTER SCHOOL SPORTS CLUB		\$100/PER SESSION
4. COUNTY/STATE/FEDERAL	\$11/HR	\$16/HR.
5. COMMUNITY ED	\$1.50/PERSON	
6. CIVIC CLUBS LIONS AND LEGION HAVE ONE FREE EVENT (2 Day Maximum) PER YEAR. AFTER HOUR FEES ARE CHARGED IF EVENT TAKES PLACE AFTER OR BEFORE REGULAR HOURS.	\$11/UP TO 6 HRS	\$11/HR
7. COMMUNITY CLUBS, ETC. (BRIDGE, GARDEN CLUB, ART CLUB, BOOK CLUB, ETC.)	\$11/UP TO 6 HRS	\$11/HR
8. LAKE ASSOCIATIONS	\$11/HR	\$16/HR
9. PRIVATE GROUPS & OTHERS (FAMILY RE-UNIONS, CHURCES, BANKS & OTHER BUSINESSES)	\$16/HR	\$26/HR
10. PIANO RENTAL – INCLUDES DELIVERY		\$200.00/2 DAYS
11. MEETING ROOM #3	\$11/HR FLAT FEE	
12. THE PICNIC SHELTER TWO \$50 DEPOSITS ARE REQUIRED. BEER AND WINE PERMITS ARE AVAILABLE WITH CITY APPROVAL. COST FOR THE BEER AND WINE PERMIT IS:	\$27.00/FLAT FEE	\$27.00.
13. COPIES \$.25/1st \$.10/SUBSEQUENT RESIZE \$1/PAGE		NO FAXES
14. GUEST SHOWER (Without Weight Room Use)		\$3.00
15. MEETING ROOMS #1 & #2	MAY BE RENTED TOGETHER FOR A DISCOUNT OF \$5/HOUR.	

NOTE: A FLAT FEE OF \$11.00 CHARGED FOR USE OF THE KITCHEN.

****ATTENTION. ALL USERS PLEASE READ THE FOLLOWING SECTION**

All groups utilizing the Community Center before or after our regular hours will be charged \$20.00 an hour in addition to the regular costs of room or gym rental.

Regular hours are Monday-Thursday 8-8; Friday 8-5; Saturday 10-4; and Sunday 1-5.

CIVIC CLUBS & COMMUNITY CLUBS-Meeting room use that exceeds 6 hours a day will be charged an additional \$11.00; up to a maximum of \$33.00 a day.

Set-up/Take Down Fee: This service will only be available if staffing permits. The minimum charge for set up of equipment will be \$5.00. Up to 6 banquet tables will be set up for this fee. A fee of \$3.00 per table will be charged for set up and take down of tables over the amount of six. The \$5.00 minimum fee for set up/take down does apply for card tables. Up to 25 chairs will be set up for free, after 25 chairs set up/take down will be \$1.00/per chair. Groups can avoid paying the set-up/take down fees by setting up equipment themselves.

(Updated 12/13/16)

2018 Community Center Usage Policies

Updated 2008

Welcome to the Crosslake Parks and Recreation Department and the Crosslake Community Center. This center provides a central gathering place for the Community to participate in recreational and leisure-time pursuits. The Crosslake Community Center is available to the public for meetings, parties, and special events. Certain policies are needed to insure the proper use and control of the facility so that all people may equally enjoy it.

- A. The Crosslake community Center may be reserved in hour blocks. The hours may vary with the seasons. Please check with the Community Center regarding the exact hours of operation. An additional fee of \$20/hour is charged for events beginning or ending after the hours of operation.
- B. A cleaning/damage deposit, (\$50.00/per meeting room, \$100.00/gym), is required by groups utilizing the facility. If the facility is left clean and in good condition, the deposit will be returned. If not, the group will be charged the actual cost of cleaning and/or forfeit their deposit. Deposits must be made with a separate check and can be picked up on the Tuesday following the event.
- C. Any request for special room arrangements will be charged a fee of \$20.00 per hour plus the regular rental fee.
- D. The Community Center or meeting rooms in the Community Center may not be reserved for more than 4 meetings per month by the same organization for the same basic purpose. Any organization wishing to reserve the center for set dates running throughout the calendar year must place in writing such requests (listing dates, times, group name, function of meeting, approximate attendance and the person responsible). This request must be sent to the Parks and Recreation Department on or before December 1st for the coming calendar year.
- E. Every group utilizing the facility must have competent adult leadership (and be at least 21 years of age). The individual signing the reservation form is considered responsible for the group's conduct while using the facility. Any special supervision needed shall be supplied by the applicant as requested by the City or the Parks and Recreation Department. However, the City and Parks and Recreation office reserves the right to assign a City supervisor and/or custodian when appropriate, the cost of which will be charged to the group using the facility.

Reservation/Cancellation Policy:

Reservations will not be accepted without the required deposits and rental fee. Reservations must be made 14 days in advance. The Park and Recreation Director reserves the right to make exceptions to the 14 day reservation requirement. Cancellations must be made 7 days in advance of the scheduled reservation date. Failure to do so will result in the loss of the rental fee.

Indemnification/Hold Harmless:

To assure the City is indemnified and protected from liability claims that may arise out of activities sponsored by a third party, indemnification/hold harmless statements and or insurance certificates may be required, and if so, must be received from sponsors 30 days prior to the scheduled event.

Indemnification and insurance is required of reservation groups if:

- *Groups will have special apparatus or equipment that presents an unusual risk.
- *Groups are commercial endeavors for the sole benefit of the sponsor.
- *Group's event is conducted by a third party sponsor and open for general public participation.

Building Use Regulations

- A. The person signing the facility use permit shall be responsible for damaged, broken or missing property and shall reimburse the City (at current replacement costs) for all such losses incurred. It is the responsibility of the person signing the permit to inform their group of these regulations.
- B. Persons under the influence of alcohol or drugs shall not enter, be in or remain in the Community Center, nor shall any person bring in possess, give away, sell or transfer any liquor or narcotic drugs in the Community Center or Park grounds.
- C. Persons shall not gamble for money or other valuables within the Center or in any Park area.
- D. Organizations may not deface any portion of the building in furtherance of their activity. All decorations must be cleared with the Parks and Recreation Department well in advance of the scheduled activity.
- E. All buildings shall be vacated by 10pm. No facilities shall be reserved past 10pm without special approval of the Parks and Recreation Director.
- F. Equipment or materials bought in by groups should be brought in the day of rental and taken out the same day or night. There will be an extra charge for pre-event set up. No storage of personal property is allowed.
- G. Use of materials on floors, walls, or other parts of a building is prohibited without specific approval of the Recreation Department.
- H. Parking and deliveries are restricted to the blacktop areas. There is to be no driving of vehicles on sidewalks, grass areas, or park areas. Vehicles will be towed away at owners expense.
- I. Installation, use or operation of any loud speaker or sound amplifying equipment is strictly prohibited, without the approval of the Parks and Recreation Department.
- J. Any additions or deletions to the above policies and regulations must be made with the approval of the Director of Parks and Recreation, City of Crosslake.

**Crosslake Parks and Recreation
Cleaning Checklist**

MEETING ROOMS AND GYMNASIUM

- All tables cleared and wiped clean. .
- All tables put away.
- All chairs put away (facing parking lot in stacks of 6 or less).
- All waste put in trash containers.
- Carpet vacuumed, if necessary.
- Bathroom lights turned off.
- Empty waste receptacles in bathrooms.
- Check toilets and flush if needed.
- Turn meeting room lights off.
- Be sure gym door is pulled tightly shut.

KITCHEN

- Wipe clean all tables and counters.
- Clean sink and rinse drain traps.
- Mop floor.
- Empty all personal belongings from refrigerator.
- Turn off lights.
- Unplug small appliances.
- Clean coffee pots if used.
- Clean and put away any dishes or utensils used.
- Make sure window and door are shut tightly and locked.

Crosslake Community Center Reservation Request Form

Crosslake Parks and Recreation Department (218) 692-4271
14126 Daggett Pine Rd., Crosslake, MN 56442

Name: _____ Home Phone: _____ Day Phone: _____

Address: _____ City: _____ State _____ Zip _____

Organization/Company: _____ Phone: _____

Address: _____ City: _____ State _____ Zip _____

Date of Event: _____ Estimated Attendance: _____

Description of Event: _____

Room Requested:

Meeting Room #1 _____ Room #2 _____ Room #3 _____ Gym _____ Kitchen _____

Times: Set-Up: _____ Take Down: _____

Start: _____ End: _____

If Securing Set-up: Number of chairs requested: _____
Number and type of tables requested: _____ Banquet _____ Card _____

Hold Harmless Agreement: I understand that the use of the Crosslake Community Center (CCC) is voluntary and that I am using it for my benefit only. I agree that my use of the CCC facility is undertaken at my own risk and that the City will not be liable for any claims, injuries, damages of whatever nature incurred by me or members of my organization due to the negligence of members of my organization, or the negligence of third parties. On behalf of myself and the organization that I represent, I expressly forever release and discharge the City, its' agents or employees, from any such claims, injuries, or damages of whatever nature arising out of or connected with my use of the CCC. I also agree to reimburse the City for any damages, breakage, maintenance or theft of equipment or property if so warranted. **By signing this agreement, I acknowledge my understanding of the hold harmless agreement, following fee schedule, deposit policy, indemnification, and usage policies.**

Signature of applicant or organization representative

Date

Parks and Recreation Director or City Designee

Date

*FOR OFFICE USE ONLY

Deposit: (separate check)	\$ _____	\$50.00/Room	\$100.00/Gym	Date Received: _____
Room #1:	\$ _____	_____ Hrs. @ \$ _____		
Room #2:	\$ _____	_____ Hrs. @ \$ _____		
Room #3:	\$ _____	_____ Hrs. @ \$ _____		
Gym:	\$ _____	_____ Hrs. @ \$ _____		
Kitchen Fee:	\$ _____	\$11.00 (Flat Rate)		
Set Up/Take Down Fee:	\$ _____	\$5.00 (Up to 6 Tables/25 Chairs)		
Extra Set Up Fee:	\$ _____	_____ Tables @ \$3.00 / _____ Chairs @ \$1.00		
After Hour Fee:	\$ _____	_____ Hrs. @ \$20.00/hr.		

*All Fees Include Tax

TOTAL AMOUNT DUE \$ _____ Date Received: _____ Deposit Returned: _____

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