

2019

Creekside Community Center Facility Facts



Creekside Community Center has been realigned as a division of the Parks and Recreation Department.

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CONTACT INFORMATION

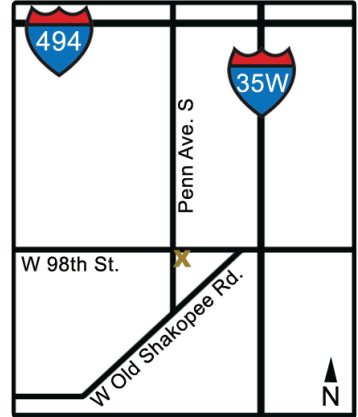
CREEKSIDE COMMUNITY CENTER

9801 Penn Ave. S., Bloomington, MN 55431
952-563-4944, *TTY ONLY: 952-563-8740* or
CommunityCenter@BloomingtonMN.gov

Creekside offers a variety of rooms for rent to groups of all sizes.

Office hours: Monday - Friday, 8 a.m. - 4:30 p.m.

 Creekside is accessible for individuals with disabilities.



FACILITY USE POLICY STATEMENT

The intent of this policy is to promote regular and active use of Creekside Community Center. It outlines group classifications, rental charges, scheduling, payment procedures, and rules and regulations for use of the facility. Rental charges are based on staffing, room setup, supplies, space, and maintenance costs, as well as market rates for similar facilities.

Creekside is operated by the City of Bloomington's Parks and Recreation Department under policies, guidelines and fees adopted by the Bloomington City Council. The Council recognizes the value of Creekside being available as a community gathering space to Bloomington residents, civic and religious groups, and businesses.

Use of the facility is conditional upon adherence to City policies. Violation of City policies may serve as a basis for immediate termination. The City reserves the right to substitute alternative space.

RENTAL CLASSIFICATIONS

Bloomington City Council has defined, classified, and established a reservation priority to ensure Creekside is available to best meet community needs.

Rental rates may be subject to change. All rentals require an hour minimum.

PRIORITY 1: BLOOMINGTON CITY GOVERNMENT

Any activity related to the operations of the City of Bloomington's government, including but not limited to, City Council, board and commission meetings, City departments and divisions, City programs and events.

PRIORITY 2: BLOOMINGTON CITY COSPONSORED ACTIVITIES

City-sponsored public meetings and programs. A collaboration is when the Creekside Community Center Manager has committed to two or more of the following functions: coordinating and organizing event, planning and budgeting for the event, providing staff for the event, and/or evaluating and measuring impact on participating individuals

PRIORITY 3: COOPERATIVE AGREEMENT

Facility user groups who have entered into a long-term cooperative agreement.

PRIORITY 4: OTHER-GOVERNMENT ENTITIES

Other tax-supported public agencies; federal, state, county, city other than Bloomington and school district activities.

PRIORITY 5: BLOOMINGTON-BASED NON-PROFIT*, CIVIC AND RELIGIOUS GROUPS

Organizations that have a majority of their members living or working in Bloomington and/or a guaranteed percentage of the population they serve is from Bloomington. Included are support groups, scout troops, youth athletics and resident groups holding neighborhood meetings. Proof of registered members and mailing addresses may be requested.

PRIORITY 6: BLOOMINGTON RESIDENTS

Use of the facilities for personal use such as wedding receptions, anniversaries, family reunions, banquets, parties, etc.

PRIORITY 7: BLOOMINGTON-BASED BUSINESS AND COMMERCIAL ORGANIZATION

Businesses and commercial organizations who have a Bloomington headquarters and mailing address.

PRIORITY 8: NON-RESIDENT USERS (NON-PROFIT*, BUSINESS)

Non-resident individuals, groups, commercial and business organizations that are not based in Bloomington.

*Non-profit groups must provide a copy of official non-profit status documents issued by the Secretary of State.

ROOM RENTAL RATES

Classification		Meeting Room Rate	MN Valley Room Rate*
Priority 1 and 2	Business Hours and After Hours	No charge	No charge
Priority 3	Business Hours and After Hours	Fees may apply	Fees may apply
Recognized Priority 4 and 5	Business Hours	\$40/hour	\$83/hour
	After Hours	\$51/hour	\$100/hour
Standard Priority 6, 7, and 8	Business Hours	\$51/hour	\$100/hour
	After Hours	\$62/hour	\$120/hour
Business Hours Monday - Friday, 8 a.m. - 7 p.m.		After Hours Monday - Friday, 7 p.m. - 8 a.m. and all day Saturday and Sunday	

*Full day business hour rental rates for Minnesota Valley Room are available upon request.

Rental fees are determined from the time the renter enters the room to the time of departure. Time needed for preparation/cleanup in the room must be included in the rental time. Room rates include tables and chairs.

After a reservation is made, a confirmation notice will be sent within three business days. Full payment must be received and processed prior to room use or reservation will be canceled. Reservations made less than 10 business days prior to rental date require payment by cash or credit. Rental groups with reservations lasting six months or longer may make arrangements for monthly payment plans.

OTHER

Individuals or an organization's representative must be at least 21 years of age to enter into agreement with the City to rent and also be present at the event.

CANCELLATION POLICY

Contact Creekside during office hours, **at least 5 business days prior to scheduled rental** to cancel and receive a refund.

ROOM SETUP/CLEANUP

Notify Creekside during office hours of any room setup requirements and audio visual needs in advance. Decorations may be put on walls with non-marking adhesive. Renter is responsible for returning the room to the condition it was in at the time of arrival.

ADDITIONAL RENTAL FEES

SPECIAL RATES

Charges are 1/2 the rate of the Minnesota Valley Room if rented as a divided room. Room 109 and 129 are rented at 1/2 the meeting room rate.

STORAGE

One cabinet space or like sized area is available at no charge to renters who reserve space for a minimum of one year. Additional cabinet space will be charged \$25/space/year upon availability.

HOLIDAY RATES

A holiday add-on rate of \$75/hour (+tax) will be charged on recognized City of Bloomington holidays to cover staffing charges. These add-ons will be in addition to the regular hourly charges for a Room Rental Rate. The following are City Council approved holidays for the City of Bloomington:

Tuesday, January 1: **New Year's Day**

Monday, January 21: **Martin Luther King Jr. Day**

Monday, February 18: **Presidents' Day**

Sunday, April 21: **Easter**

Monday, May 27: **Memorial Day**

Thursday, July 4: **Independence Day**

Monday, September 2: **Labor Day**

Monday, November 11: **Veterans Day**

Thursday, November 28: **Thanksgiving Day**

Friday, November 29: day after **Thanksgiving**

Wednesday, December 25: **Christmas Day**

ADDITIONAL CITY STAFF

Individual groups of 100 or more people will be charged for staffing beyond one City staff members rate of \$25/hour (+ tax). Renters will be notified of the additional charge at the time of reservation.

KITCHEN

Training on equipment is required prior to rental at no cost. Renter must comply with all local and state codes and laws. Commercial kitchen rental of \$25/hour (one hour minimum) + building attendant at \$25/hour (+tax) when needed.

SECURITY DEPOSIT

A \$300 refundable room rental security deposit will be charged for groups using the Minnesota Valley Room or Kitchen. Repair costs over \$300 will be the responsibility of renter.

ADDITIONAL RENTAL FEES

COPIES & FAXES

Black and white copies and color copies are \$.25/copy (includes tax). Use of fax machine (952-563-4945) sending/receiving is available at \$.25/per page. See main office.

TABLES

6 ft. banquet-size tables may be rented for use outside of Creekside at a rate of \$3.50/table/day (+ tax) based on availability.

PARKING

Spaces are available for rent by groups not otherwise using the facility. A maximum 50 spaces can be reserved, 7 days a week. No overnight parking and no personal parking allowed.

Bloomington business/organization \$1/space/day (+tax)

Non-Bloomington business/organization \$3/space/day (+tax)

RETURNED CHECKS

A \$30 charge will be assessed for all returned checks.

AUDIO VISUAL EQUIPMENT

Available at no extra cost with advance reservation on all scheduled rentals.

- Assistive listening devices
- CD Player
- Data Projector
- Flip Chart and Markers
- Computer Speakers
- Conference Phone
(available in select rooms)
- Portable Podium
- Portable Public Address System
(available in select rooms)
- Portable Screen
- DVD/Blue-ray Player

Minnesota Valley Room Only:

- Computer Access
- HDMI Connection
- VGA Connection
- Data Projection System
- DVD/Blue-ray Player
- Hand-held and Lapel Mics
- Public Address System
- Stereo System CD/Cassette

FACILITY USE REGULATIONS

WEATHER RELATED CLOSINGS

A full refund will be provided if the City closes Creekside due to inclement weather. No refund will be provided if Creekside remains open. Check WCCO Radio 830 for closing information.

COVER CHARGE

A renter is not allowed to charge a cover for entrance into activities at Creekside.

FOOD

The City of Bloomington Environmental Health Division (952-563-8934) may require a permit and/or inspection at the cost and responsibility of renter. NO alcohol consumption is allowed on the premises.

ANIMALS

NO animals are allowed with the exception of ADA approved service animals for persons with disabilities.

FINANCIAL RESPONSIBILITY

The renter assumes full financial responsibility for City of Bloomington property that is lost, stolen, damaged or destroyed while renting facility space.

FIREARMS POLICY

The City of Bloomington hereby conditions private use of City property in compliance with its Firearms Policy. No firearms are allowed in staff only, rented and program areas except by sworn Minnesota Peace Officers.

TOBACCO POLICY

The tobacco policy bans the use of tobacco and tobacco products on City property. Tobacco use includes, but is not limited to, cigarettes, cigars, chewing tobacco, snuff, pipes, e-cigarettes, and all other forms of smoked or smokeless tobacco products. Tobacco use is prohibited in the following locations:

- Inside all City-owned or leased buildings
- On all City-owned or leased grounds, including City parking lots and sidewalks adjacent to City buildings/property (individuals may still smoke in personal vehicles)

CONDUCT

- Disorderly conduct is grounds for immediate termination of the activity/ event without refund
- Disorderly conduct is determined by City staff
- Use of profanity is not allowed on the premises
- Children must be supervised by an adult at all times

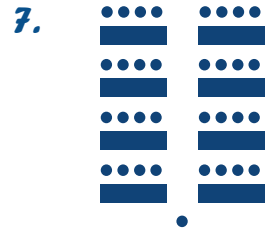
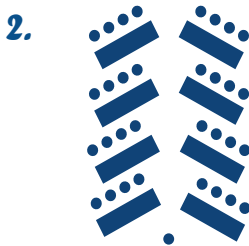
ROOM CAPACITY

Fire code determines the maximum capacity of each rental room. Variations in seating and table arrangements, may change maximum capacity.

Room	Minnesota Valley Room*	Library	109*	Meeting Rooms				
				100	102	105	106	110
Maximum Capacity:	175	45	16	45	45	45	45	45

*Charges are 1/2 the rate of the Minnesota Valley Room if rented as a divided room. Room 109 is rented at 1/2 the meeting room rate.

ROOM SETUP EXAMPLES



RENTAL SPACES

Meeting Rooms



Minnesota Valley Room



OTHER SERVICES

VENDING MACHINES

Vendor information to resolve problems is located on the machines. Machines are not the property of the City of Bloomington.


TELEPHONE

A courtesy phone is available for public use for outgoing local calls only. Limit three minutes per call.

MAP

Map and directions to Creekside are available upon request.

INTERNET ACCESS

 This is a limited public service to visitors and is entirely at the assumed risk of the user at no cost. The City does not guarantee availability or speed of access to wireless Internet. Illegal or improper usage of the Internet is prohibited. The City therefore reserves the right to monitor Internet access for compliance.

In the event that wireless access does not meet a renter's requirements, the renter is required to make arrangements with a private Internet Service Provider (ISP). Rent is responsible to pay all service charges directly to the ISP.

DISCLAIMER

The City of Bloomington requires the following statement be placed on ALL publicity for non-city sponsored events at the Center:

"Please be advised that the City of Bloomington does not sponsor or endorse or have a relationship with the organizations which hold meetings and events at Creekside Community Center unless specifically stated otherwise."

Violation of this policy may jeopardize future rental of rooms.



The City of Bloomington complies with all applicable provisions of the Americans with Disabilities Act (ADA) including applicable provisions of Title II – Public Services and in accordance with 28 C.F.R. Part 35 Subpart B – Section 35.130 of the US Department of Justice Regulations, Section 504 of the Rehabilitation Act of 1973, and does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its services, programs, or activities. Upon request, accommodation will be provided to allow individuals with disabilities to participate in all City of Bloomington services, programs, and activities. The City has designated coordinators to facilitate compliance with the Americans with Disabilities Act of 1990 (ADA), as required by 28 C.F.R. Part 35 Subpart B - Section 35.107 of the U.S. Department of Justice regulations, and to coordinate compliance with Section 504 of the Rehabilitation Act of 1973 as mandated by Section 8.53 of the U.S. Department of Housing and Urban Development regulations. For information, contact Community Outreach and Engagement, City of Bloomington, 1800 West Old Shakopee Road, Bloomington, MN 55431-3027; 952-563-8733; TTY ONLY 952-563-8740. Upon request, this information can be available in Braille, large print, audio tape and/or electronic format.