

2023

Creekside Community Center Facility Facts



TABLE OF CONTENTS

3	CONTACT INFORMATION
3	FACILITY USE POLICY STATEMENT
4	RENTAL CLASSIFICATIONS
5	ROOM RENTAL RATES
6-7	ADDITIONAL RENTAL FEES
7	AUDIO VISUAL EQUIPMENT
8	FACILITY USE REGULATIONS
9	ROOM CAPACITY AND ROOM SETUP EXAMPLES
10	RENTAL SPACES
11	OTHER SERVICES and DISCLAIMER

CONTACT INFORMATION

CREEKSIDE COMMUNITY CENTER

9801 Penn Avenue South
Bloomington, MN 55431

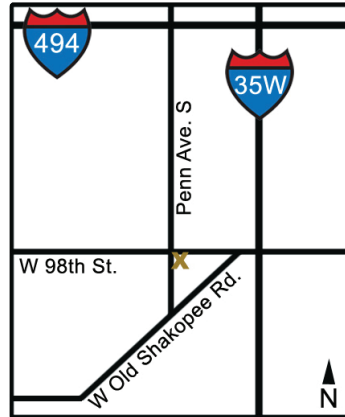
952-563-4944, MN Relay 711 or
Creekside@BloomingtonMN.gov

Office hours:

Monday - Thursday, 8 a.m. - 3:30 p.m.

Friday, 8 a.m. - 1 p.m.

Creekside is a Parks and Recreation facility that offers a variety of rooms for rent to groups of all sizes.



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.

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, and City program 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 an 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, 5, and 6	Business Hours	\$43/hour	\$90/hour
	After Hours	\$54/hour	\$107/hour
Standard Priority 7 and 8	Business Hours	\$55/hour	\$110/hour
	After Hours	\$67/hour	\$130/hour
Business Hours Monday - Friday, 8 a.m. - 3:30 p.m.		After Hours Monday - Friday, after 3:30 p.m. Saturday and Sunday, all day	

*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. All rentals require a **two-hour minimum**. Room rates include tables and chairs. Reservations must be made a minimum of 2 weeks in advance of the rental. After a reservation is made, a Facility Sales Receipt will be sent within three business days. Full payment must be received and processed prior to room use or reservation will be canceled. 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 an agreement with the City to rent and must 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

Notification of room setup requirements and audio visual needs must be made in advance during Creekside office hours. Creekside does not have audiovisual technology staff available. 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

Classroom rate applies if Minnesota Valley Room is rented as a divided room. Room 109 is 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 \$32/space/year upon availability.

HOLIDAY RATES

A holiday add-on rate of \$80/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:

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

Monday, January 2: **New Year's Day** (observed)

Monday, January 16: **Martin Luther King Jr. Day**

Monday, February 20: **Presidents' Day**

Monday, May 29: **Memorial Day**

Monday, June 19: **Juneteenth**

Tuesday, July 4: **Independence Day**

Monday, September 4: **Labor Day**

Friday, November 10: **Veterans Day** (observed)

Saturday, November 11: **Veterans Day**

Thursday, November 23: **Thanksgiving Day**

Friday, November 24: day after **Thanksgiving**

Monday, December 25: **Christmas Day**

ADDITIONAL CITY STAFF

Individual groups of 100 or more people will be charged for an additional City staff member at a rate of \$25/hour. Renters will be notified of the additional charge at the time of reservation.

SECURITY DEPOSIT*

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

*Additional room rental rates will be deducted from the security deposit for renters that stay beyond their reservation time.

COPY FEES

Black and white copies are \$.25 and color copies are \$.60/copy (includes tax) per page. See main office.

ADDITIONAL RENTAL FEES

PARKING

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

- Bloomington business/organization \$1.50/space/day (+tax)
- Non-Bloomington business/organization \$3.50/space/day (+tax)

RETURNED CHECKS

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

PROPERTY DAMAGE

The renter agrees to assume full financial responsibility for any City of Bloomington property that is lost, stolen, damaged or destroyed while renting facility space at the City of Bloomington.

AUDIO VISUAL EQUIPMENT

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

- Assistive listening devices
- CD Player
- Projector
- Flip Chart and Markers
- Portable Podium
- 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
- Stereo System

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.

FOOD/BEVERAGE

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.

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

Creekside's Code of Conduct is posted throughout the building.

- Disorderly conduct is grounds for immediate termination of the activity/ event without refund. Disorderly conduct is determined by City staff.
- Children must be supervised by an adult at all times.
- Contact Creekside during office hours to receive the entire Code of Conduct Policy.

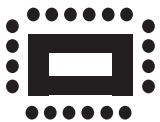
ROOM CAPACITY

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

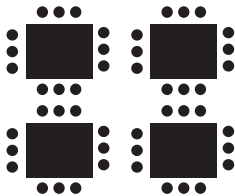
Room	Minnesota Valley Room	Library	109	Meeting Rooms				
				100	102	105	106	110
Maximum Capacity:	175	45	16	45	45	45	45	45

ROOM SETUP EXAMPLES

Conference



Groups



Theater



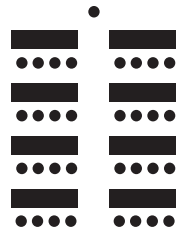
U-Shape



Cards



Classroom



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.

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). Renter 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 Creekside:

"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 rentals.



The City of Bloomington does not discriminate against or deny the benefits of its services, programs, or activities to a qualified person because of a disability. The City will provide a reasonable accommodation or modify its policies and programs to allow people with disabilities to participate in all City services, programs, activities, and employment. The law does not require the City to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden on the City. To make a request for a reasonable accommodation, ask for more information, or to file a complaint, contact the Community Outreach and Engagement Division, City of Bloomington, 1800 West Old Shakopee Road, Bloomington, MN 55431-3027; 952-563-8733, MN Relay 711.