

## Facilities Rental Use Agreement

**PLEASE NOTE**

**Access to the Bloomington Civic Plaza Conference Rooms facilities may be denied without this signed form on file.**

Violations of City Ordinances are misdemeanors and can result in revocation of permit or arrest. City of Bloomington functions have priority over community activities and all permits shall be revocable by the City of Bloomington.

Return completed form to:

Attn: Facility Manager  
Center for the Arts/Civic Plaza  
1800 W. Old Shakopee Road  
Bloomington MN 55431-3027

Organization _____ <input type="checkbox"/> Non-profit (ST3 required)				Date completed _____
Contact name _____				<b>CHARGES</b>
Address _____	Street _____	City _____	Zip _____	TOTAL FEE \$ _____
Phone _____		E-mail _____		DAMAGE DEPOSIT \$ _____
Activity/purpose/event name _____				
Date(s) _____		Time(s) Start: _____		Estimated attendance _____
		End: _____		Open to public? <input type="checkbox"/> Yes <input type="checkbox"/> No

**FACILITY**

**CIVIC PLAZA CONFERENCE ROOMS  
FIRST FLOOR**

- Johnson Conf. Room (seats 10)
- McLeod Conf. Room (seats 18)
- Dakota Conf. Room (seats 12)

**CIVIC PLAZA CONFERENCE ROOMS  
SECOND FLOOR**

- Chadwick Conf. Room (seats 20)
- Pond Conf. Room (seats 10)
- Other \_\_\_\_\_

**HOURLY FEES**

**Weekdays: Mon. - Thurs. (incl. tax)  
4:30pm - 10:00pm**

**Recognized Priority 4 & 5  
\$32/hour with  
2 hour minimum**

**Standard Priority 6, 7 & 8  
\$39/hour with  
2 hour minimum**

**Weekend: Fri. - Sun. (incl. tax)**

**Fri. 4:30pm - 10:00pm  
Sat. 9:00am - 10:00pm  
Sun. 12:00pm - 6:00pm**

**Recognized Priority 4 & 5  
\$39/hour with  
2 hour minimum**

**Standard Priority 6, 7 & 8  
\$45/hour with  
2 hour minimum**

**EXTENDED HOURS FEE**

**\$77.00 per hour extra applicable to any space in the Bloomington Civic Plaza when the rental time is outside the operating hours listed with rental fees. This fee is set to incorporate additional staff time/overtime and additional coordination and scheduling required.**

*Continued to back.*

**PERMIT MUST BE WITH FACILITY USER AND AVAILABLE UPON REQUEST.**

## Facility use policy statement

The Applicant agrees and understands that the use of this City property is conditioned upon compliance with all of the terms and regulations set forth in the Facility Use Regulations, the City's policies prohibiting sexual harassment, firearms, unlawful discrimination and smoking, as well as all other reasonable City rules and policies regulating the behavior of persons on City property. The Applicant agrees to require each of his or her agents, guests and employees to abide by these rules, regulations and policies while present on the property and understands that a violation thereof will result in the immediate termination of the activity or event without refund.

## Discrimination statement

The City of Bloomington 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. Upon request, this information can be available in Braille, large print, audio tape and/or computer disk.

I have received, read and understood the policies, rules and regulations associated with renting a room at the City of Bloomington's cultural facilities, hereinafter referred to as "City property". I agree to abide by these policies, rules and regulations. I may not use the City of Bloomington's name in promoting my organization's or any specific company's products or services. In consideration for the use of City property for the event described above, \_\_\_\_\_, hereinafter referred to as "facility user," agrees to indemnify and hold harmless the City of Bloomington and its officials, agents and employees from and against all claims, damages, losses, expenses or personal injury arising out of or resulting from the use of City property by the organization, including its employees, agents, volunteers and participants. This agreement includes any injuries or other claims that may result from the condition of the City property. I agree to pay in advance to the City of Bloomington the agreed amount for rooms rented at the City property as specified herein. I also agree to assume full financial responsibility for any City of Bloomington property that is lost, stolen, damaged or destroyed while renting facility space at City of Bloomington cultural facilities.

**X**

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date*

*Typing your name in the field above constitutes your signature and acceptance of the terms of this agreement*

### CONDITIONS REQUIRING AUTHORIZATION

- Extended hours
- Food/beverages
- Special maintenance
- Other \_\_\_\_\_

#### SPECIAL NOTES:

### FINAL ACTION

- Approved
- Not approved

Comments:

\_\_\_\_\_  
*Center for the Arts/Civic Plaza Manager*