

Bloomington Civic Plaza – Conference Rooms 2026 Fee Schedule

RENTAL, SERVICE, EQUIPMENT AND DAMAGE DEPOSIT FEES

PRIORITY CLASSIFICATION

Due to the large number of organizations that request usage of City facilities, it is necessary to define and classify users by type of activities and establish a reservation priority to ensure that City facilities are made available to best meet community needs. As a result, the facilities will be scheduled in accordance with a scheduling priority policy as established herein. Rental fees are established in accordance with the following priority classification policy.

Priority #1 – All City sponsored activities, programs and meetings. Any activity related to the operations of the City of Bloomington’s government including, but not limited to, City Council, official commissions, advisory boards, task force, and study committees, City departments and divisions, City programs and events. Reservations for City functions may be taken at any time for any date. City functions may pre-empt lower priority reservations at the discretion of the City Council (e.g. a special City Council meeting may bump a rehearsal in the theater). There will be no rental fees charged for City reservations in City facilities.

Priority #2 – All City co-sponsored activities, programs and meetings. Any co-sponsored City activity. A definition of co-sponsorship is when a Division Manager or staff is committed to two or more of the following management functions for the event:

- Planning and budgeting for the event.
- Coordinating and organizing event in terms of whom will be responsible for each task.
- Providing leadership staff for such event.
- Evaluating and measuring its impact on individuals whom participated.

Reservations for City co-sponsored functions may be taken at any time for any date. There will be no rental fees charged for City reservations.

Priority #3 – All other facility user groups who have been recognized by the City of Bloomington for providing necessary services to the residents and have entered into a long-term cooperative agreement of twelve months or more for using space in any facility on a regular basis. This includes, but is not limited to, the following organizations: Bloomington Fine Arts Council and its member organizations, Resident Arts Groups and Arts Partners with leases/contracts for facility use, Bloomington Athletic Association, Bloomington Amateur Hockey Association, Bloomington Figure Skating Club, Dwan Men’s Club, Dwan Women’s Club, Bloomington Youth Soccer Club, Bloomington Traveling Baseball and Bloomington American Legion Baseball.

Priority #4 – Other tax-supported government agency sponsored activities, programs and meetings. This includes federal, state, county and school district activities.

Priority #5 – Non-profit civic and religious organizations primarily serving Bloomington. An organization that has a majority of their members living or working in Bloomington and/or a guaranteed percentage of the population they serve is from Bloomington. Proof of registered members and mailing addresses may be requested during reservation process. Included in this classification are Bloomington-based groups and organizations that contribute to the well-being and betterment of the community such as support groups, scout troops, youth athletics, community-service organizations and resident groups holding neighborhood meetings.

Priority #6 – Bloomington residents. Use of the facilities for personal rental following BCA guidelines.

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Priority #7 – Bloomington-based businesses and commercial organizations. Businesses and commercial organizations that have a Bloomington headquarters as evidenced by mailing address. Use of the facilities for business meetings, receptions, conferences, rehearsals, performances and other arts activities.

Priority #8 – All non-Bloomington organizations, groups, businesses and individuals. Use of the facilities for meetings, receptions, conferences, rehearsals, performances and other arts activities.

1. CONFERENCE ROOMS: CHADWICK, DAKOTA, JOHNSON, MCLEOD, POND

Chadwick, Dakota, Johnson, McLeod, Pond	2026		
	Day/Time	Recognized Priority 4 & 5	Standard Priority 6, 7 & 8
M - Th, 8 am – 10 pm	\$32/hour	\$39/hour	2 hours
F, 8 am – 10 pm S, 9 am – 10 pm Su, 12 pm – 6 pm	\$39/hour	\$45/hour	2 hours

2. ADDITIONAL SERVICE FEES

A. Delivery/Late Pick-up Fees

- A \$25.00 per request for deliveries, or up to one weekend for overnight storage. This includes rental equipment delivered on Friday for Monday pick up.
- Each day the equipment is stored past the identified date for pick up, a \$25 daily fee will be charged to the user. Rental companies must pick up items stored items by Monday at 12:00 p.m. for events on Friday, Saturday and Sunday.

B. Extended Hours Fee

- \$77.00 per hour extra applicable to any space in the Bloomington Center for the Arts 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.

C. Additional fees will be applied to the following equipment upon availability: Flip Chart, Markers, Portable Podium, Copies, Printing

3. DAMAGE DEPOSIT FEES

Conference Room General Deposit	\$75
Multiple Conference Room Deposit	\$125