

Creekside *Community Center* **Facility Facts**

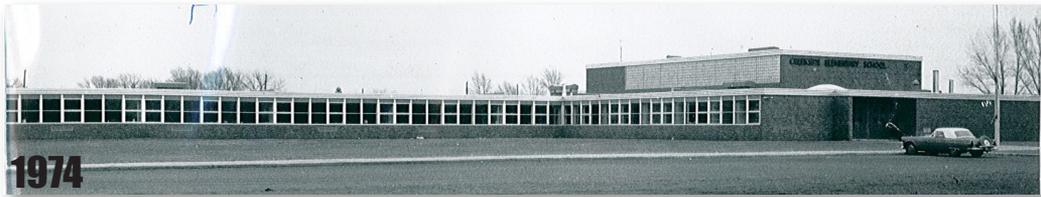


Table of Contents

3 Facility Use Policy Statement

4-7 Facility Use Regulations

8 Priority Rental Classifications

9 Room Reservation Rates

10-11 Rental Spaces

11 Room Capacity

12 Additional Rentals and Fees

13 Equipment Fees

14 Other Services

15 For More Information

Creekside Community Center is located at 9801 Penn Avenue S., Bloomington, Minnesota. Creekside offers a variety of rooms for rent to groups of all sizes. Space is available for rent 7 days a week, 24 hours a day. Human Services' office hours are Monday - Friday, 7:30 a.m. - 7:30 p.m.

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 Human Services Division 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.



Creekside is accessible for individuals with disabilities.

Facility Use Regulations

Eligible Renters

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

Cancellation Policy

Contact Creekside Community Center, Monday - Friday, 7:30 a.m. - 7:30 p.m., at 952-563-4944, TTY 952-563-4933, **at least 5 business days prior to the scheduled rental** to cancel and receive a full refund. If cancellation does not occur, a refund will not be provided.

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

All food brought into Creekside must be commercially prepared and/or packaged. The City of Bloomington Environmental Health Division (952-563-8934) may require a permit and inspection. **NO** alcohol consumption is allowed on the premises.

ATM and Vending Machines

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

Animals

NO animals are allowed. (Exception: ADA approved service animals for persons with disabilities.)

Decorations

There will be no decorations hung from the ceiling. Only non-marking adhesive may be used for walls.

Room Setup

Notify Creekside of any special room setup requirements at least **48 hours in advance**. Tables and chairs are included in the rental fee.

Room Cleanup

The renter is responsible for picking up all trash in the room. The City will provide room setup.

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)
- In City-owned, rented or leased vehicles or equipment
- City-operated events on City ground or in City facilities

Conduct

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

Financial Responsibility

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

Room Rates Without Reservations

Any group using a room without a confirmed reservation will be assessed **DOUBLE** the room rate.

Determination of Rental Fees

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 will be included in the rental time/charge.

Facility Use Regulations (continued)

Storage for Rental Groups

One (1) cabinet space or like sized area is available to renters who reserve space for a minimum of one (1) year. Additional cabinet space is \$25/space/year upon availability.

Advance Payment

Payment will be made within ten (10) business days of reservation confirmation and prior to room use. If a rental group schedules reservations for 6 months or longer, monthly payment plans may be arranged.

Rental Fees

Rental fees are collected during business hours. Make payments in cash or by a single check payable to "City of Bloomington." Visa, MasterCard, Discover and American Express are accepted. Any payment or series of payments over \$5,000 need to be made via check or electronic payment.

Damage Deposit

A \$300 refundable damage deposit is required for any room rental at Creekside for groups of 75 or more. Repair costs over \$300 will be the responsibility of the renter.

Returned Checks

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

Additional City Staff

Individual groups of 100 or more people will be charged for staffing beyond one (1) City staff members rate of \$25/hour (+ tax). Renters will be notified of the additional charge at the time of reservation.

Confirmation

After a reservation is made, a confirmation letter will be mailed within three (3) business days. If no payment is made by the date indicated on the confirmation letter, the reservation will be canceled.

Photo Policy

The City of Bloomington will post it will be taking photos as notice to individuals if photographs are taken at an activity.

Internet Access



Creekside is equipped with wireless Internet which can be used at no cost to the general public. Internet access may not be used for transmitting, retrieving, viewing or storage of any communications of discriminatory or harassing nature or materials that are obscene or X-rated. No abusive, profane, or offensive language is to be transmitted, retrieved, viewed or stored. The City does not guarantee availability or speed of access to wireless Internet.

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). Renters are responsible to pay all service charges directly to the ISP. Illegal or improper usage of the Internet is prohibited and shall be grounds for immediate termination of the rental without refund. The City therefore reserves the right to monitor Internet access for compliance.

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.

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.

Priority Rental Classifications

Group I: 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.

Group II: Bloomington City Cosponsored Activities

City-sponsored public meetings and programs. A definition of cosponsorship is when the Human Services Division Manager has committed to two or more of the following functions:

- Planning and budgeting for the event
- Coordinating and organizing event
- Providing staff for the event
- Evaluating and measuring impact on participating individuals

Group III:

Other Government Entities

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

Bloomington-Based, Non-Profit*, Civic and Religious Groups

Groups which have 50% of their members who live in Bloomington or 50% of the population they serve is from Bloomington. Included in this classification are Bloomington-based groups and organizations which contribute to the well-being and betterment of the community such as support groups, scout troops, youth athletics and resident groups holding neighborhood meetings.

Group IV: Bloomington Residents

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

Group V: Bloomington-Based Business and Commercial Organizations

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

Group VI: Non-Resident Users (Non-Profit*, Business)

Use of the facilities is also given on an available basis to non-resident individuals and groups and to commercial or business organizations that are not based in Bloomington.

Group VII: Fundraising Activity

Any group using the facility for the expressed purpose of generating funds.

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

Room Reservation Rates

As set by the Bloomington City Council and may be subject to change.

		Meeting Room Rate	MN Valley Room Rate*
Group I: Bloomington City Government		No charge	No charge
Group II: Bloomington City Cosponsored Activities		Per Division Manager Approval	Per Division Manager Approval
Group III: Other Government Entities Bloomington-Based Non-Profit*, Civic and Religious Groups	Non-prime	\$36/hour	\$71/hour
	Prime	\$46/hour	\$89/hour
Group IV: Bloomington Residents	Non-prime	\$41/hour	\$80/hour
	Prime	\$49.50/hour	\$96.75/hour
Group V: Bloomington-Based Business and Commercial Organizations	Non-prime	\$47/hour	\$89/hour
	Prime	\$60/hour	\$113.50/hour
Group VI: Non-Resident Users (Non-Profit*, Business)	Non-prime	\$48/hour	\$96/hour
	Prime	\$67/hour	\$133.75/hour
Group VII: Fundraising Activity	Non-prime	\$64.50/hour	\$129.75/hour
	Prime	\$90.50/hour	\$182/hour

Non-Prime time: Monday - Friday,
7:30 a.m. - 7:30 p.m.

Prime time: Monday - Friday,
7:30 p.m. - 7:30 a.m. and all day
Saturday and Sunday

Special Rates: Charges are 1/2 the rate of the Minnesota Valley Room if rented as a divided room. Room 108 and the Stage are rented at 1/2 the meeting room rate. *The Stage, Kitchen and Minnesota Valley Room are rented separately.

Holiday Rates: A holiday add-on rate of \$62.50/hour (+tax) will be charged on recognized City of Bloomington holidays with the exception of Christmas (December 25) when an additional \$75/hour (+tax) will be charged to cover staffing charges. These add-ons will be in addition to the regular hourly charges for a Room Rental Classification. The following are City Council approved holidays for the City of Bloomington:

Friday, January 1: New Year's Day Monday, January 18: Martin Luther King Jr. Day Monday, February 15: Presidents Day Sunday, March 27: Easter Monday, May 30: Memorial Day	Monday, July 4: Independence Day Monday, September 5: Labor Day Friday, November 11: Veterans Day Thursday, November 24: Thanksgiving Day Sunday, December 25: Christmas Day Monday, December 26: Christmas (observed)
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Rental Spaces



Meeting Rooms



Computer Lab



Minnesota Valley Room



Library



Room Capacity

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

Room	MN Valley*	Library	100	105	106	110	Stage*	108*	Computer Lab
Maximum Capacity:	175	45	45	45	45	45	20	15	6

*Charges are 1/2 the rate of the Minnesota Valley Room if rented as a divided room. Room 108 and the Stage are rented at 1/2 the meeting room rate. The Stage, Kitchen and Minnesota Valley Room are rented separately.

Additional Rentals and Fees

Audio visual equipment (see next page for details)	
Audio visual equipment	\$10/item/day (+ tax)
Upright piano	
Upright piano	\$18.75/day (+ tax)
Additional piano tuning	Available at cost. Added to rental fee.
Computer room	
Windows Operating System	
Per computer during open lab hours	\$5 resident/individual use (+ tax) \$10 non-resident/individual use (+ tax)
Meeting room rate	See room rates on page 9
Refundable damage deposit	\$1,000. Repair costs over \$1,000 will be the responsibility of the renter
Kitchen	
Training on equipment is required prior to rental. Any access to the kitchen requires a one (1) hour minimum charge for use and building attendant time. Food permit may be required.	
Commercial kitchen rental and building attendant	\$25/hour + \$25/hour (+tax) for building attendant when needed, 1 hour minimum
Damage Deposit	
Refundable room rental damage deposit	\$300. Repair costs over \$300 will be the responsibility of the renter.
Tables (based on availability)	
8 ft. banquet-size tables	\$3.50/table/day (+ tax)
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 is allowed.	
Bloomington Business/Organization	\$1/space/day (+ tax)
Non-Bloomington Business/Organization	\$3/space/day (+ tax)
Storage	
One (1) cabinet space or like sized area is available at no charge to renters who reserve space for a minimum of one (1) year.	
Additional cabinet space	\$25/space/year upon availability
Office services	
Public copier available in the hallway outside of the main office.	
Black and white copies	\$.25/copy (includes tax)
Color copies	\$.25/copy (includes tax)
Fax machine (952-563-4945) sending/receiving, no long distance available	\$.25/page

Equipment Fees

Fees are set annually by the Bloomington City Council. Equipment is available with advance reservation on all scheduled rentals at \$10 per item, per day (+ tax). Assistive listening devices are available at no charge.

Audio Visual Equipment:

- CD Player
- Data Projector
- Flip Chart and Markers
- Mini Speakers
- Nintendo Wii Gaming System
- Overhead Projector
- Portable Conference Phone
- Portable Podium
- Portable Public Address System
- Portable Screen
- DVD/Blue-ray Player

MN Valley Room Only:

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

Other Services

Telephone

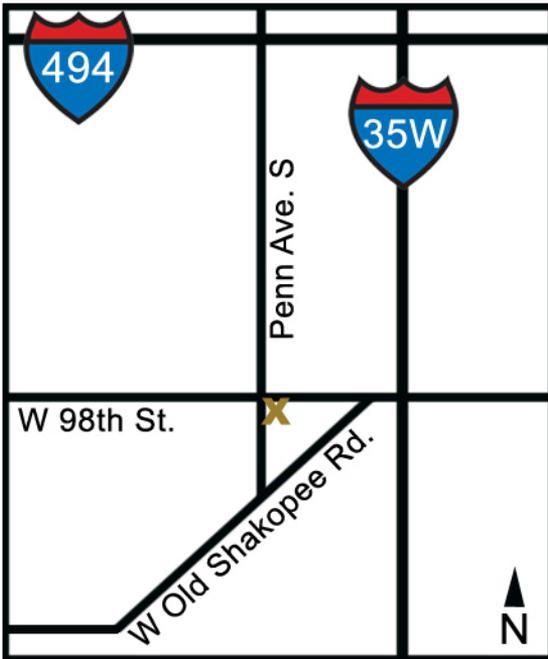
A courtesy phone is available for public use for local calls only. Limit three (3) minutes per call.

Signs

Directional signs are available with advanced notice to help your group find their room. Space permitting, an outdoor sign board may be available for rental agencies.

Map

Map and directions to Creekside are available upon request.



For More Information:

Human Services Division

Creekside Community Center

9801 Penn Avenue South

Bloomington, MN 55431

952-563-4944, TTY 952-563-4933

humanservices@BloomingtonMN.gov

FIND US ONLINE!

BloomingtonMN.gov



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 the Human Services Division, City of Bloomington, 1800 West Old Shakopee Road, Bloomington, MN 55431-3027; (952)563-8733 (Voice); (952)563-8740 (TTY). Upon request, this information can be available in Braille, large print, audio tape and/or electronic format.

