

# Welcome

We welcome and encourage community use of City meeting rooms by Prior Lake citizens in accordance with the guidelines in this Use Agreement.

# Purpose

The primary purpose of Prior Lake City buildings is to facilitate the conduct of local government business. Accordingly, City business will have first priority for the use of the rooms in City buildings.

A priority for use of the public rooms is for Prior Lake residents, Prior Lake businesses, and non-profit organizations based in Prior Lake to conduct meetings not related to selling products or services.

The Fire Station No. 1 training room can be reserved for Spring Lake or Credit River Township government business purposes not more than 30 days prior to the event.

City Hall's entire first floor is available for rental for \$300/\$450 (resident/non-resident).

You are also welcome to rent the Lakefront Park Pavilion and park shelters through the Recreation Department, subject to availability.

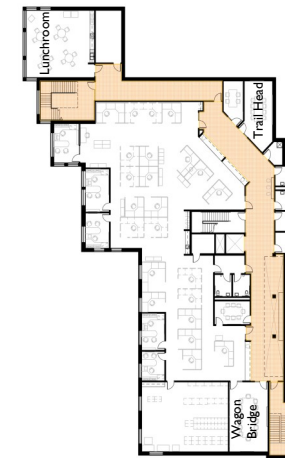
## City of Prior Lake Community Meeting Rooms Reservation and Use Agreement



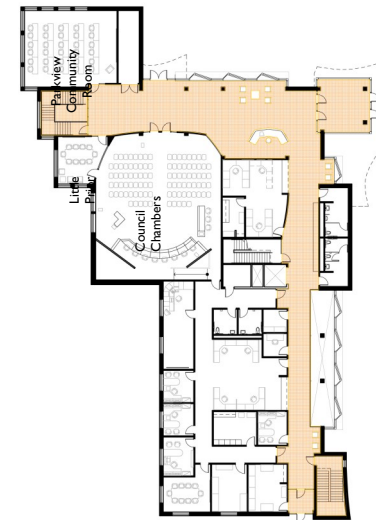
Meeting Room	Capacity
City Hall	30—80
City Hall	5—8
City Hall	15—30
City Hall	20—35
City Hall	10—14
City Hall	10—14
Fire Station No. 1	20—40

\* These rooms are available during regular City Hall office hours, or with a City staff person in attendance.

Lower Level



Main Level



Upper Level



**FEES**

There is no rental fee to reserve City Hall conference rooms for Prior Lake residents, Prior Lake business owners and non-profit organizations based in Prior Lake to conduct meetings not related to selling goods or services.

However, there is a fee of \$300/\$450 (resident/non-resident) to rent the entire first floor of City Hall. Additional fees may be charged for loss of key card, damages, or clean-up resulting from usage of the facilities.

**RESTRICTIONS**

The primary purpose of City buildings is to facilitate City business, so such uses will take precedence. Authorization for use of the City’s facilities shall not be considered as an endorsement of the activity, group or organization nor the purposes they represent. The City reserves the right to reject or cancel any request for use of the meeting room facilities if deemed not in the public’s best interest or in conflict with City business.

The City Manager has the final authority concerning the interpretation of this policy and the approval and denial of a facility use request.

**KEYS**

Return key cards at the front desk during regular business hours or in the Utility Billing drop box outside City Hall when you leave the building after business hours.



**GUIDELINES**

If you would like to use a room, please complete and return the attached form to:  
 Prior Lake City Hall  
**Attention: Information Desk**  
 4646 Dakota St. SE  
 Prior Lake, MN 55372  
 Email: info@cityofpriorlake.com;  
 Fax: 952-447-4245.

**RETAIN** these guidelines for your use. The contact person who signs the use agreement is responsible for ensuring adequate supervision of the activity, clean-up of the meeting room, emptying trash and returning the furniture to its original configuration. Please do not tape, tack, or otherwise attach materials to the walls; and leave the meeting room in the same or better condition as upon arrival.

City of Prior Lake policies, local and state ordinances, laws and fire codes must be observed as well as the following:

1. Alcohol may only be displayed and consumed in conjunction with a City sponsored event. Alcohol may only be sold in conjunction with a City sponsored event AND by the holder of a valid liquor license. City sponsorship must be approved by the City Council or City Manager in writing prior to the event. All beverages must be served in cans, plastic bottles or plastic cups—NO GLASS.
2. Gambling and smoking are prohibited.
3. No weapons or “look-like-a” weapon shall be brought on City property with the exception of authorized police personnel.
4. Groups may provide their own coffee and light refreshments, making sure to clean up afterwards (food refuse removed, vacuum as needed, table tops washed). Counter

areas and electrical outlets may be used. Appliances (oven, stove, frig, microwave and coffee-maker), closets and cabinets, including all items in the closets and cabinets, copy machines or other City equipment are **NOT** available for use by any organizations.

4. The contact person for the using organization will be held responsible for cleanup after the meeting including arrangement of furniture, shutting off lights and locking doors. Any damage should be reported to City Hall (952-447-9800) immediately. **PROPPING OPEN THE FRONT DOOR IS PROHIBITED.**
5. All areas of the facility, with the exception of the restrooms and drinking fountains, are restricted from use.
6. Parking is encouraged in the parking lot adjacent to the Police Station. If using the Fire Station Training Room, parking should be on the north side as the south side is reserved for use by firefighters.
7. The City assumes no liability for loss, damage, injury or illness incurred by the users of the facility.
8. The using organization and each of its members indemnifies the City against any and all liability arising as a result of use of the building.
9. Groups may use the projector and screen in the Parkview Community Room, but may NOT use the computer; rather, they must provide their own computer/laptop.
10. Groups may use the microphones in Council Chambers, but are NOT allowed to use the computers/monitors.
11. Groups (other than City staff) are not allowed to use the computer or TV in Trail Head or Wagon Bridge.

Meeting Room Requested	Date Requested	From:	To:
Council Chambers	Time Requested		
Little Prior	Contact Person		
Lunchroom (after hours only)	Street		
Parkview Community Room	City, ZIP		/
*Trail Head	Phone and Email		
*Wagon Bridge	Organization		
Fire Station No. 1 Training Room	Number of People		
	Signature		

\* These rooms are available during regular City office hours or with a City staff person in attendance. I agree to follow the city of Prior Lake policies, local and state ordinances, laws and fire codes as well as the guidelines included herein; and understand that I am personally responsible for the actions of my user group.