

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.

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

A third priority is use of the public rooms by for-profit groups, businesses and corporations paying taxes in Prior Lake to conduct meetings not related to selling products or services.

In addition, 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.

If you or your organization are in one of these categories, you are eligible to use City buildings in accordance with these guidelines.

If you or your group do not meet the above guidelines, you are welcome to rent Club Prior or Lakefront Park Pavilion through the Recreation Department, subject to availability.

City of Prior Lake Community Meeting Rooms Reservation and Use Agreement



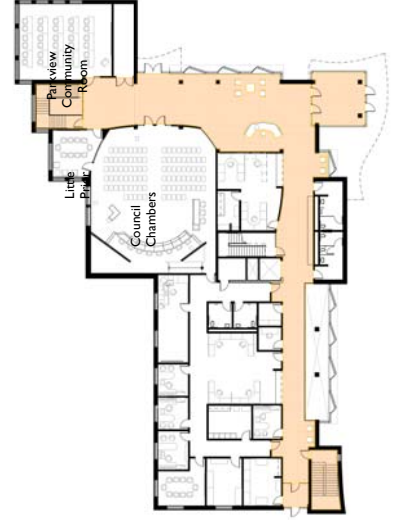
Meeting Room	Capacity
* Council Chambers	30—80
Little Prior	5—8
Lunchroom (after hours only)	15—30
Parkview Community Room	20—35
* Trail Head	10—14
* Wacipi	8—12
* Wagon Bridge	10—14
Training Room	20—40

* 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, but fees may be charged to users for personnel costs, loss of key card, damages or excessive clean-up resulting from usage of the facilities.

RESTRICTIONS

Authorization for use of the City’s meeting room 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.

Following uses would not be permitted:

- activities promulgating any theory or doctrine subversive to the laws of the United States or any political subdivision thereof;
- any activity that tends to violate good manners, morals, values or taste;
- activities that would tend to be injurious to the facility and activities that are discriminatory in nature.
- fundraising, sales of goods or services and solicitation of any type.

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 either to the receptionist at the front desk or in the Utility Billing drop box outside City Hall when you leave the building.

GUIDELINES

If you would like to use a room, please complete and return the attached form, and **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 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. Gambling, smoking, and liquor consumption are prohibited.
2. No weapons or “look-like-a” weapon shall be brought on City property with the exception of authorized police personnel.
3. 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 or breakage should be reported to Front Desk at 952-447-9800 immediately following the meeting.
5. All areas of the facility outside of the meeting rooms and the nearest 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.

	Date Requested	From:	To:
	Time Requested	Contact Person	
	Contact Person	Street	
	Street	City, ZIP	
	City, ZIP	Phone and/or Email	
	Phone and/or Email	Organization	
	Organization	Number of People	
	Number of People	Signature	
	Signature	No. Training Room	
	No. Training Room		

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.