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 and non-profit organizations based 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.
City Hall is available for rental for a fee to for-profit organizations. You are also welcome to rent Club Prior Lakefront Park Pavilion through the Recreation Department, subject to availability.

For more information, please call 952-447-9800.

City of Prior Lake

Community Meeting Rooms

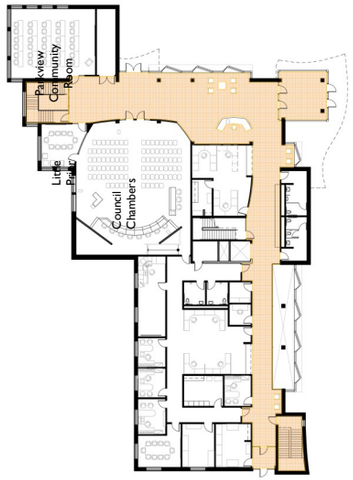
Reservation and Use Agreement

	Meeting Room	Capacity
City Hall	Council Chambers	30—80
City Hall	Little Prior	5—8
City Hall	Lunchroom (after hours only)	15—30
City Hall	Parkview Community Room	20—35
City Hall	* Trail Head	10—14
City Hall	* Wacipi	8—12
City Hall	* Wagon Bridge	10—14
Fire Station No. 1	Training Room	20—40

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

Upper Level

Main Level



Lower Level

FEES

There is no rental fee for non-profit, civic and neighborhood groups to reserve City Hall and/or its conference rooms. However, there is a fee of $300/$450 (resident/non-resident) to rent City Hall for for-profit business purposes. Additional fees may be charged to both non-profit and for-profit users 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 either to the receptionist 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 City Hall, 4646 Dakota St. SE, Prior Lake, MN 55372; or
Email: info@cityofpriorlake.com; or
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 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 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 computer, projector and screen in the Parkview Community Room, but are NOT allowed to store files on the computer.
10. Groups may use the microphones in Council Chambers, but are NOT allowed to use the computers/monitors.

Date Requested _____ From: _____ To: _____

Time Requested _____

Contact Person _____

Street _____

City, ZIP _____

Phone and/or Email _____

Organization _____

Number of People _____

Signature _____

Meeting Room Requested

- ☐ Council Chambers
- ☐ Little Prior
- ☐ Lunchroom (after hours only)
- ☐ Parkview Community Room
- ☐ *Trail Head
- ☐ *Wacipi
- ☐ *Wagon Bridge
- ☐ Fire Station No. 1 Training Room

* 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.