



PRIOR LAKE RECREATION DEPARTMENT CLUB PRIOR COMMUNITY ROOM RESERVATION POLICY

Club Prior Community Room located at 16120 Eagle Creek Avenue, Suite 101, is available for private party use on a rental basis through the City of Prior Lake Recreation Department. The following policies are intended to ensure the proper use and control of the facility. As a renter, you are responsible for adhering to the following information.

Reservation Procedure

Call 952-447-9820 to inquire about rental of Club Prior Community Room. Reservations will be handled on a first come, first served basis through the Prior Lake Recreation Department at 4646 Dakota Street SE, Prior Lake, MN 55372. A completed reservation form includes two separate checks: A \$200 damage deposit and a non-refundable \$25 (resident) or \$45 (non-resident) reservation deposit which is applied to your total fee. The damage deposit will be returned immediately after your event barring any deductions. An invoice will be sent for final payment, if applicable, and rental fees must be received two weeks before your event or the reservation time will be released and your reservation deposit forfeited.

Rental Permit

Upon receipt of the reservation form, deposits and full rental fee, a rental permit will be issued to you approximately one week prior to your event. The permit holder must be a minimum of 21 years of age, proof of residency if desiring resident rates, and will be solely responsible for the supervision of the event. Permit holders may not assign, transfer or sublet to others the use of the facility. Any violations will result in the forfeiture of reservation and any fees already paid.

Group Size

Club Prior is designed for small group gatherings. The maximum capacity is 50 people.

Hours of Use

The hours available are:

Friday through Monday 8 a.m. – 10 p.m.

Tuesday through Thursday 3 p.m. – 10 p.m.

The above hours do not include official city holidays. Holiday rental is on a case-by-case basis.

Set Up, Catering and Amenities

Your group is responsible for its own set up and take down. There are 10 (2' x 6') tables that seat five people per table and 50 chairs. Deliveries and pick-up of equipment, food or other items must be completed during the rental period listed on the permit.

Decorations should not cause damage. Decorations are not allowed on ceilings or walls and pins, tacks or nails are prohibited. The use of fog/smoke machines is prohibited. Decorations may be attached to windows and/or mirrors with masking tape.

Restrooms are located in the Club Prior space or in the building lobby.

The entire front section of Club Prior (including the kitchen) is dedicated to City programming activities and is NOT intended for access by private parties. If anyone from your group uses this section you will be prohibited from renting any City owned facilities in the future and the damage deposit will be forfeited.

Alcohol

By law, private groups are not allowed to sell alcohol at any public facility nor eligible to apply for a permit. Any activity with the intent of distributing alcoholic beverages free of charge must state its intent on the reservation form. Alcohol can only be displayed and served inside Club Prior Community Room (NOT the front Club Prior City-programming space). All beverages must be served in cans, plastic bottles or plastic cups – NO GLASS.

Amplified Music

Amplified music will not be allowed during regular library hours.

Facility Users

Please be aware that the Scott County Public Library and other businesses may be open during your event. Please be respectful of their needs. You may post signage about your event in the doorway of Club Prior during your rental if you desire. Please remove the signs upon completion of your event.

Emergencies

An emergency contact number will be provided on your rental permit. If you encounter issues during your rental you may contact that number or, if the situation warrants, **call 911 from the phone in the building lobby**. 911 calls are free.

Conclusion of the Rental

At the conclusion of your rental, you are required to return Club Prior Community Room to its original condition including:

1. Sweeping/dust mopping wood floors. Damp mopping if necessary.
2. Empty all indoor trash containers (including bathrooms), placing the contents in the dumpster outside on the east end of the building. Recycling and garbage should be placed in the appropriately labeled dumpster.
3. Return tables and chairs to the carrier.
4. Remove any decorations, etc.
5. Vacuum the carpeted areas.
6. Return mops and vacuums to the cleaning closet.

The Building Attendant will assess the final condition of the building. Please do not leave the building unattended at the conclusion of your event. Contact the Building Attendant if your group plans to leave early. No keys will be issued.

Rental groups will be assessed a **\$50 late checkout fee** if they are not ready to vacate Club Prior by the conclusion of the rental period listed on the permit. If applied, the fee will be deducted from the damage deposit.

Rental Fees

	Residents	Non-Residents
Small group/private party	\$25 per hour	\$45 per hour
Holidays (<i>New Years Eve, New Years Day, Memorial Day, July 4, Labor Day, Veterans Day, Thanksgiving, day after Thanksgiving, Christmas Eve Day, Christmas</i>)	\$50 per hour	\$75 per hour
Damage Deposit - \$200 due at time of reservation		

One free hour will be allowed for set-up. Otherwise, a one-hour rate will be charged for any part of an hour. There is a four-hour minimum rental for Saturday, Sunday and holidays. There is a two hour minimum rental for Monday through Friday. School District #719 Community Ed is exempt from damage deposit and rental fees.



RESERVATION REQUEST

CLUB PRIOR COMMUNITY ROOM

Please complete the form below. Renters are responsible for reviewing the Club Prior Community Room Reservation Policy. Please request a copy of the policy if you have not already reviewed it.

PERMIT HOLDER: _____

ORGANIZATION (if applicable): _____

EVENT (i.e. graduation, wedding, birthday, etc.): _____

STREET: _____

CITY: _____ ZIP: _____

TELEPHONE (HOME): _____ (WORK): _____

CELL: _____ EMAIL: _____

DATE OF RENTAL: _____ NUMBER OF PEOPLE ATTENDING: _____ (60 Max)

SET-UP TIME*: _____ START TIME: _____ END TIME: _____

**One hour set-up immediately before start time is free, if requested.*

(Time you will be ready to vacate the building)

Will alcohol be served? _____ Yes _____ No Keg Beer? _____ Yes _____ No
Please review the Club Prior Community Room Reservation policy regarding the serving of alcohol. No Glass allowed.

Will there be amplified music? _____ Yes _____ No *(amplified music is not allowed during library hours)*

PERMIT HOLDER: (signature) _____ **DATE:** _____

- FEES DUE:**
1. Reservation Deposit (\$25/\$45 - due at time of reservation). **This deposit is non-refundable.**
 2. Damage Deposit (\$200 - due at time of reservation). Please pay with a separate check.
 3. Any balance, as noted on your Facility Sales Receipt, is due two weeks prior to reservation date.

GROUP TYPE:

Resident Group (private)

Non-resident* Group (private, public, or business)

*Outside the corporate city limits of Prior Lake.

School District #719

FEE:

\$25.00/hour

\$45.00/hour

No Charge

NOTE: *There is a 4-hour rental minimum for Saturdays, Sundays and Holidays, and a 2-hour rental minimum Monday through Friday.*

Please refer to the Club Prior Community Room Reservation Policy for Holiday fees.

Forms may be returned to: **Club Prior Community Room Reservation**
4646 Dakota Street SE
Prior Lake, MN 55372

Please make checks payable to: **City of Prior Lake.**
(Sorry, we do not accept credit cards)

For more information: 952-447-9820 or 952-447-9800 (Mon. - Fri. 8am – 4:30pm)