



PRIOR LAKE RECREATION DEPARTMENT CLUB PRIOR COMMUNITY ROOM RESERVATION POLICY

Club Prior Community Room located at 16210 Eagle Creek Avenue, Suite 101, is available for private meeting 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 with a minimum of 10 days and a maximum of 60 days in advance of the requested rental date. A completed reservation form includes 2 separate checks: A \$200 damage deposit check and a non-refundable \$50 reservation 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 2 weeks before your event or the reservation time will be released and your reservation deposit forfeited. ****If an adjustment to location, time, or date needs to be made, a \$25 fee will be collected at the time the adjustment is requested. Adjustments must be made at least 7 days in advance by calling the Recreation Department at (952) 447-9820.****

Rental Permit

Upon receipt of the reservation form, deposits and full rental fee, a rental permit will be issued to you. 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. *Club Prior is not available for rental on official city holidays (New Year's Eve, New Year's Day, Memorial Day, July 4, Labor Day, Veterans Day, Thanksgiving, day after Thanksgiving, Christmas Eve Day, and Christmas Day.)*

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 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. Library hours can be found at www.scottlib.org

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.

Rental Fees

Resident	\$50 Per Hour	Non-Resident	\$75 Per Hour
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Damage Deposit - \$200 due at time of reservation

Club Prior is not available for rental on official city holidays (New Year's Eve, New Year's Day, Memorial Day, July 4, Labor Day, Veterans Day, Thanksgiving, day after Thanksgiving, Christmas Eve Day, and Christmas Day).

There is a 4-hour minimum rental for Saturday and Sunday. There is a 2-hour minimum rental for Mon. - Fri. ISD #719 Community Ed is exempt from rental fees for senior programs only.

Refunds

Permit holders will receive a full refund less the \$50 non-refundable deposit if your reservation is cancelled 14 or more days in advance. Permit holders will not receive a refund if your reservation is cancelled less than 14 days in advance.

Conclusion of the Rental

At the conclusion of your rental, you are required to return the room to its original condition including:

1. Sweeping/dust mopping wood floors. Damp mopping if necessary.
2. Empty all indoor trash containers (including lobby 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. Wipe off and return tables and chairs.
4. Remove any decorations, etc.
5. Vacuum the carpeted hallway.
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.



CLUB PRIOR COMMUNITY ROOM RESERVATION REQUEST

Office Use Only
Permit #

PERMIT HOLDER: _____ BIRTHDATE: _____

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: _____ (50 Max)

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

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 (\$50 - 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:

FEE:

Resident Group (private)

\$50/hour

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

\$75/hour

*Outside the corporate city limits of Prior Lake.

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

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.**
Now accepting Visa, Discover, and MasterCard
(When paying reservation fee in full).

Or email completed form to recreation@cityofpriorlake.com

For more information: (952) 447-9820 Monday-Friday 8am-4:30pm