



Community Meeting Rooms Reservation & Use Agreement Policy

Though the primary purpose of City Hall meeting rooms is to conduct local government business, organizations that meet the eligibility requirements below may reserve meetings rooms in City Hall at no cost. The City reserves the right to reject any request or cancel any reservation for use of the meeting room facilities if deemed not in the public's best interest or in conflict with City business.

ELIGIBILITY

To reserve a meeting room, organizations must meet one of the following criteria:

- Non-profit organization within the City of Prior Lake
- Youth sports organization within the City of Prior Lake
- Business located within the City of Prior Lake

POLICIES & PROCEDURES

1. The following activities are prohibited:
 - To conduct sales or services related to a private business
 - For social events such as baby or bridal showers, birthday parties, graduation events, etc.
2. Rooms may be rented from 7am-10pm seven (7) days per week excluding holidays.
3. For meetings outside of City Hall business hours (8am-4:30pm M-F), the meeting host is responsible for picking up a key card prior to the event. Key cards can be returned at the front desk during regular business hours or in the Utility Billing drop box outside City Hall after business hours.
4. All areas of City Hall other than the rented meeting room are restricted from use (except bathrooms).
5. City-owned printers, copy machines, appliances (oven/stove, fridge, microwave, and coffee maker), closets and cabinets, including all items in the closets and cabinets, are NOT available for use by any organizations renting meeting rooms.
6. Groups may use the projector and screen in the Parkview and Little Prior meeting rooms. Groups may NOT use the computers in meeting rooms and must provide their own computer/laptop/cables/connections.

7. Groups may provide their own coffee and light refreshments. Meeting organizers must clean up afterward the event, including food refuse removal, vacuuming as needed, and wiping tabletops. If the room is not cleaned properly, the organization will be charged for the City staff time required to clean the room.
8. Smoking, liquor consumption, and gambling are prohibited.
9. Do not tape, tack, or otherwise attach materials to the walls.
10. Propping open any doors to City Hall during your event is prohibited. Any damage done due to the propping open of doors will be billed to the meeting organizer.
11. The City assumes no liability for loss, damage, injury, or illness incurred by the users of the facility.
11. The organization and their guests indemnify the City against any and all liability as a result of use of the building.
12. No weapons are allowed on City property except for authorized police personnel.
13. The City Manager has the final authority concerning the interpretation of this policy and the approval and denial of a facility use request.
14. **FEES WILL BE CHARGED FOR LOSS OF KEY CARD, DAMAGES, OR CLEAN-UP RESULTING FROM USAGE OF THE FACILITIES.**

RESPONSIBILITIES OF MEETING ORGANIZER

In addition to ensuring the policies and procedures above are followed, the meeting organizer who signs the use agreement is responsible for ensuring supervision of the activity occurring while using City rooms, including clean up, trash disposal, and returning room furniture to its original configuration. The meeting organizer is responsible for letting all guests into City Hall after hours when doors are locked (propping open external doors is prohibited). Any damage should be reported to City Hall (952-447-9800) immediately.

Additional rental facilities (Lakefront Park Pavilion and park shelters) are available for a fee through the Recreation Department (952-447-9820).

For questions or to reserve a City Hall meeting room contact email info@PriorLakeMN.gov or call 952-447-9800.

Date Requested				
Time Requested	From:		To:	

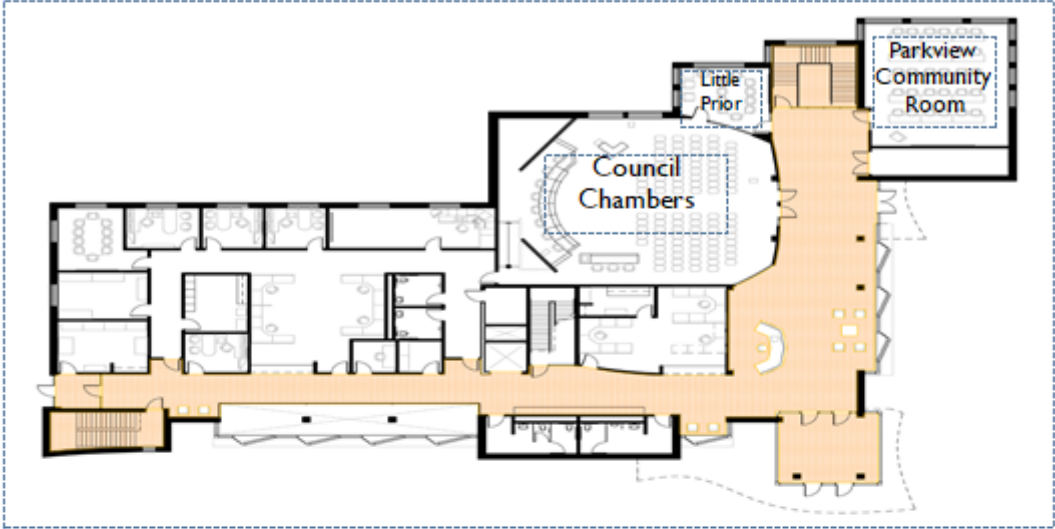
Contact Person			
Street			
City, State, Zip			
Phone Number			
Email			
Organization			
Meeting Name			
Purpose of Meeting			
Number of Attendees			
<input type="checkbox"/> <i>by checking this box, I agree to follow the city of Prior Lake policies, local and state ordinances, laws and fire codes as well as the guidelines included herein; and understand that I am personally responsible for the actions of my user group and fee of \$102 may be applied if the meeting room is not properly cleaned up after use.</i>			
Signature			

	Meeting Room	Capacity
City Hall	Little Prior	5-8
City Hall	Parkview Community Room	20-35
City Hall	* Wagon Bridge	10-14

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

PRIOR LAKE CITY HALL

Main Level



Lower Level

