

**Policy Number 1-34**  
**Scheduling and Use of the Minnetonka Community Center**

**Purpose of Policy:** This policy establishes the regulations for scheduling and use of the Minnetonka Community Center.

**I. Introduction**

The Minnetonka Community Center is operated by the City of Minnetonka under the policies and guidelines established by the Minnetonka City Council. The Community Center will serve as the location of the City's Senior Citizen Program and will also be available for general community use. The facility contains several meeting, conference, and craft room areas and two "special use" areas - the Council Chambers and the Community/Dining Room.

The City Council recognizes the desirability of having the Community Center used as much as possible by residents and community groups. This policy promotes the active use of the Community Center while establishing priorities for use of the facilities and outlining scheduling procedures and guidelines. It also sets reasonable rules and regulations for use of the facility.

**II. Priorities for Use of the Community Center**

This section of the policy identifies priority classifications for use of the Community Center. Listed below are the classifications in descending order of priority.

- A. City Government and Senior Program Activities** - Any events related to the administration of City government including, but not limited to, City Council meetings, other public meetings, and neighborhood meetings have first priority for use of the facilities. Activities associated with the operation of the Minnetonka Senior Center will have exclusive use of the first floor area, with the exception of the Community Room, all weekdays between 8:00 a.m. and 4:30 p.m.

For the purpose of reservations, groups and/or events in this category will use the facility free of charge.

- B. Minnetonka based public agencies, civic groups, non-profit organizations or resident groups** - Second priority for use of the Community Center is given to other tax supported public agencies which affect citizens of Minnetonka, Minnetonka based civic groups and organizations which contribute to the well-being and betterment

of the community such as Senior Clubs, Lions Clubs, Scout Troops, Theater organizations, etc., and resident groups holding neighborhood meetings are included in this classification.

A public agency, civic, non-profit or resident group is considered Minnetonka based, if it has its headquarters or mailing address in the City of Minnetonka or has at least 35% of its membership roster residing in the City.

If the organization or group is not Minnetonka based as defined above it will be considered an "other public/non-profit group" under the schedule of charges for the facility.

- C. Minnetonka based Commercial and Business organizations and Residents for Personal Use** - Third priority for use of the Community Center is given to Minnetonka based businesses and commercial organizations and to Minnetonka residents who wish to use the facilities for personal use such as wedding receptions, family reunions, anniversaries, banquets, parties, etc.
- D. Other Individuals, Groups, and Organizations**- Last priority for use of the facility is given to non-resident individuals and groups and to commercial or business organizations that are not based in Minnetonka.

### **III. General Information Regarding Use of the Community Center**

#### **A. Scheduling Procedure**

1. Groups or individuals wishing to use the Community Center facilities should make arrangements through the facilities staff. Prior to scheduling outside groups, the facilities staff will first schedule all City and Senior program events and activities.
2. Scheduling the facility will be on a first come-first served basis based on the priority listing outlined earlier in this Policy. Individuals and groups from within Minnetonka (classifications A, B, and C) may reserve the facilities as much as 12 months in advance. Non-resident individuals and groups may only reserve the facilities as much as 6 months in advance. However, once an activity has been scheduled, it cannot be replaced by a higher priority group unless an acceptable alternate space can be arranged.
3. Residents may not reserve a room or facility for non-residents.

4. The facilities staff may limit the number of dates an individual or group may reserve in advance to ensure that one group does not dominate use of a particular room or facility.

**B. Supervision, Damage, and Liability**

1. Every group using the facility must be under competent adult leadership. The organization or user group will assume full responsibility for the groups' conduct and for any damage to the building or equipment. The City reserves the right to assign supervisory staff or maintenance personnel at an additional cost to the user if it is necessary because of the type of function or activity that is scheduled.
2. Decoration plans and/or the use of any equipment, belonging to an organization must be requested and approved at the time an application is made to reserve the room. Any decorations or equipment must be removed immediately after the meeting or activity unless other arrangements are made with the facility manager. The City will not assume liability for loss or damage belonging to an organization or group. Storage of equipment in the Community Center is not permitted.
3. All organizations, groups or individuals using the Community Center may be requested to sign a waiver of liability on a form provided by the City and provide a Certificate of Insurance as proof of liability coverage.

**C. Room Regulations**

1. Unless other arrangements are made, hours of operation are 8 a.m. – 10 p.m. Sunday – Thursday and 8 a.m. – 12 a.m. Friday and Saturday.
2. Disorderly conduct of any kind is prohibited.
3. Any damage to facilities or equipment must be reported immediately to the staff on duty.
4. Rooms and areas must be cleaned and left in an orderly condition. If additional effort beyond our normal cleaning is required, a fee for personnel costs associated with the cleaning may be added.
5. Smoking is prohibited in the Minnetonka Community Center. This building and all other City-owned facilities are designated as smoke free.

6. Any organization, group, or individual reserving a facility will be fully responsible for any damage to the building or equipment and any unlawful acts.
7. Gambling of any nature is prohibited.
8. Aerobics, exercise classes, or other athletic activities will not be permitted, with the exception of City sponsored programs.
9. Meetings and activities should be confined to the areas reserved for their use. Room assignments should not be modified without the approval of the facilities staff.
10. If deemed necessary by the facility manager, Police supervision may be required and must be paid for by the user.
11. Sales, fundraising and collection of monies please refer to Section III, D.

**D. Fund Raising Activities (exchange of money)**

Only Minnetonka based public agencies/civic groups/non-profit and/or resident groups (Classification B) may conduct fund raising activities at the Community Center.

These activities must be in keeping with the atmosphere and decor of the center and approved by the Facilities Manager.

If an event is to be a fund raiser whether it be by charging admission, selling articles, advanced sale or any other means of collecting monies for fund raising, the group conducting this fund raiser will be charged the "resident" rate as set forth in the rate schedule for the Community Center. In addition, the group may be required to show they are non-profit by providing proof of their 501c3 status.

**E. Cancellation**

The City reserves the right to cancel any activities or events in the case of natural disaster, Act of God, etc.

**F. Violation of Rules**

Violation of these rules may result in the denial of future use of the Community Center. Denial of use does not exempt violators from possible prosecution under applicable City ordinances, State or Federal laws.

## **IV. Special Use Areas**

### **A. Community Room/Dining Room**

When combined this room can accommodate as many as 250 persons and comes equipped with tables, chairs, podium, public address system, dance floor and a commercial kitchen. The Community Room and Dining Room can be used as individual rooms since they are separated by two sets of moveable partition doors. Each room has a maximum capacity of 125 persons. These areas are ideal for a variety of functions including large meetings, anniversary parties, family reunions, company parties, conferences, and wedding receptions.

#### **1. Reservations and Hours**

- a.** The Dining Room and kitchen are reserved for the Senior Citizens Congregate Dining Program every weekday between 9 a.m. and 4:00 p.m. Other than this established program, the rooms can be reserved during the following hours:

Monday -Thursday 4 –10 p.m.

- b.** The Community Room can be reserved Monday – Thursday 8 a.m.- 10 p.m. and Friday from 8 a.m.- 4 p.m.
- c.** The Community Room and Dining Room are generally reserved as one room (Banquet Room) Friday 4 – 10 p.m., Saturday 8 a.m.- 12 a.m. and Sunday 8 a.m.-10 p.m.
- d.** Individuals and groups from within Minnetonka (Classifications A, B, and C) may reserve the Community/Dining Room as much as 18 months in advance. Non-resident individuals and groups (Classification D) may only reserve the Community/Dining Room 12 months in advance.

#### **2. Room setup and Decoration**

- a.** Unless other arrangements are made, room setup must be done on the day of the event. Plans for decorations must be coordinated and approved by the Facilities Manager prior to the day on which the event takes place. Decoration of the room will be

arranged so as not to inconvenience any other groups or cause damage to the facility. Tape, tacks, glitter, confetti, ceiling decorations, etc. are not allowed. The only candles that are permitted are those that are self-contained.

- b.** For any organizations or groups using this facility for special activities or events such as family reunions, banquets, wedding receptions, etc., the person who reserves the facility, is responsible to make an appointment with the Facilities Manager at least one week prior to the event to review room setup requirements, pay the full reservation fee, and submit a damage deposit. Failure to perform this may result in cancellation with no refund of the reservation deposit.
- c.** All deliveries will be in accordance with the instructions discussed at the time of the final floor plan overview.

### **3. Events Involving Alcohol**

- a.** **Only beer, wine and champagne**, hereafter will be referred to as 'Alcohol'; may be served at activities and events held in the Community/Dining room. These beverages must be provided by the organization, group, or person hosting the activity or event.
- b.** No compensation of any nature may be exchanged for Alcohol. This includes donations, advance sale tickets and tips.
- c.** Alcohol may only be served until 9:45 p.m. Sunday – Thursday evenings and 11:45 p.m. on Friday and Saturday evenings.
- d.** All parties consuming Alcohol in the Community Center must be required to conform to all City and State liquor laws.
- e.** Alcohol may only be consumed within the Community/Dining Room area and on the patio directly east of the Dining Room area.

- f. In activities or functions where Alcohol is served, the City may require the organization or group to hire a Police officer for all or part of the event.

#### **4. Other Beverages**

Any non-alcoholic beverages planned to be served at the event must be approved by the Facilities Manager.

#### **5. Use of the Kitchen Area/Food Service**

- a. The kitchen is considered a part of the Dining Room and is available for use with a reservation. Plans to use the kitchen must be confirmed at the time of reservation.
- b. If the kitchen area is used, it must be cleaned and left in an orderly fashion. This involves washing and replacement of any of the kitchen equipment or utensils that are used.
- c. Place settings are available to rent for up to 250 people. Rental of these items may be confirmed at the time of reservation.

#### **6. Cancellations**

Deposits made for Community/Dining Room reservations are not refundable. The City of Minnetonka reserves the right to cancel any reservation if contracts are not signed and returned by the date due.

#### **B. Council Chambers Area**

This area will primarily serve as the meeting room for the City Council and Planning Commission. It may also be used as an additional meeting room in the Community Center. Its maximum seating capacity is 100. Since it has extensive video capabilities, it is an excellent facility for meetings, presentations, conferences, training sessions, and potentially film sessions.

Following is some general information regarding the use of the Council Chambers area.

## **1. Reservation and Hours**

- a.** All City Council and other public meetings have first priority for use of this area. Other groups may reserve the Council Chambers on a first come-first served basis in accordance with the priority listings described earlier in this Policy. Reservations can be made through the facilities staff.
- b.** The Council Chambers area can be reserved daily between 8 a.m. – 10 p.m. These hours may be extended if special arrangements are made with the Facilities Manager.

## **2. Video Equipment Use**

- a.** The Council Chambers is equipped with a video camera presentation system, studio lighting, and video cameras that can be used to tape meetings or functions. Groups or organizations that would like to use the video presentation system or have their meetings or functions taped should make arrangements through the City's Information Technology (IT) staff. There will be an additional cost for this service.
- b.** Cameras, switchers, and other video equipment owned by the City may only be operated by people designated by the City's employees.

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