



## Community Meeting Rooms Reservation & Use Agreement

We welcome community use of City meeting rooms by Prior Lake citizens in accordance with the guidelines in this Use Agreement.

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, Prior Lake businesses, and non-profit organizations based in Prior Lake to conduct meetings not related to selling products or services.

You are also welcome to rent the Lakefront Park Pavilion and park shelters through the Recreation Department (952-447-9820), subject to availability.

### **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 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**

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 or better 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. 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.
2. All areas of the facility with exception of the restrooms and drinking fountains, are restricted from use.
3. Parking is encouraged in the parking lot adjacent to the Police Station.
4. The City assumes no liability for loss, damage, injury or illness incurred by the users of the facility.
5. The using organization and each of its members indemnifies the City against any & all liability arising as a result of use of the building.
6. Groups may use the projector and screen in the Parkview Community Room, but may NOT use the computer; rather, they must provide their own computer/laptop/cables/connections.
7. Groups (other than City staff) are not allowed to use the computer or TV in Wagon Bridge.

8. Gambling and smoking are prohibited.
9. Groups may provide their own coffee and light refreshments, making sure to clean up afterwards (food refuse removed, vacuum as needed, tabletops washed). Counter areas and electrical outlets may be used. Appliances (oven/stove, fridge, 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.

There is no rental fee to reserve City Hall meeting rooms for Prior Lake residents, Prior Lake business owners and non-profit organizations based in Prior Lake to conduct meetings not related to selling goods or services. Fees will be charged for loss of key card, damages or clean-up resulting from usage of the facilities.

If you would like to use a room, please email the completed form to: [info@PriorLakeMN.gov](mailto:info@PriorLakeMN.gov) or mail to **Prior Lake City Hall, Attention: Meeting Room Coordinator, 4646 Dakota St. SE Prior Lake, MN 55372**

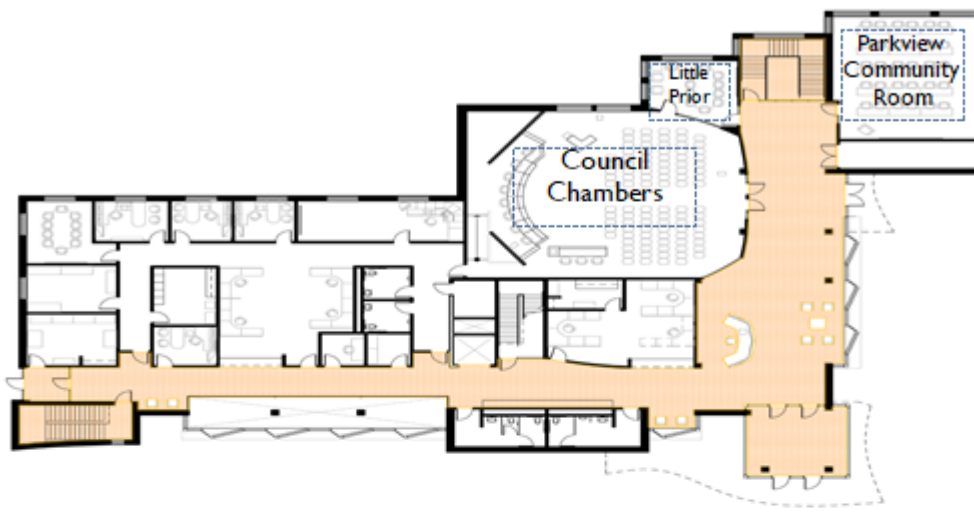
Date Requested				
Time Requested	From:		To:	

Contact Person	
Street	
City, State, Zip	
Phone Number	
Email	
Organization	
Meeting Name	
Purpose of Meeting	
Number of Attendees	
<b><i>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.</i></b>	
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.

Main Level



Lower Level

