

# Chaska Community Center Meeting and Event Rooms

## **BOOKING PROCEDURE**

- Step 1: Complete room request form and make payment in full. You may call the reservations supervisor and do application and payment over the phone or email application. Reservations should be made at least one week in advance.
- Step 2: Reservations Supervisor receives fees and application form and checks for availability.
- If available, a permit is emailed to you. (DO NOT CONSIDER ROOM BOOKED UNTIL A RESERVATION CONTRACT IS RECEIVED)
  - If not available, you will be called immediately to see if times can be shifted to help accommodate. If times cannot be changed, a full refund will be granted.

## **BOOKING POLICY**

- No spaces are held or “penciled in” over the phone without completed application and payment. No rooms will be booked until payment is received. First completed application form and fees received gets the room.
- Do not consider the room held for your group until you have received your facility contract.** The Parks & Recreation offices are open Monday through Friday, 8:00 am – 4:30 pm. Requests received evenings or weekends will be processed the following business day after received.
- For refunds** cancellations must be **2 working days** prior of room rental.

## **GENERAL ROOM RENTAL GUIDELINES**

- No one under the age of 18 allowed to rent a room.
- Alcohol is not allowed in any of these rooms.
- Room rental fees do not include admission to use the facilities. A daily admission fee applies to use any of the following CCC facilities: gym, pool/splash pad, playroom, ice skating, and workout equipment.
- Poolside Room – all food and beverages must stay in the room; food and beverages are not allowed on the pool deck.
- CLEANING - Set up/take down of tables and chairs and clean-up is the responsibility of the renter. Include any time you need for set up and take down in your room request. Please also have all garbage thrown away in cans provided in the room and take down/put away any tables and chairs used. **Please note: if clean-up is not completed by the renter, you will be billed a CCC clean up charge. NO PREP TIME IS ASSUMED ON EITHER SIDE OF THE RENTAL.**
- No admittance to room earlier than 15 minutes prior to time stated on the reservation contract (contingent upon any maintenance cleaning from party before being done). Renter is responsible for having a place to store food, gifts, etc. Front desk cannot store these items for you. Room must be cleaned and vacated by ending time on contract.
- Each room has electrical plug-ins. White Oak, Red Maple and Rinkside rooms have a counter & sink. Refrigeration is available in River Birch room only.
- If decorating, it must be done and removed within rental time. No nails or tacks on walls; only tape allowed is the blue 3M painters tape; 3M Command Strips are OK
- Red Maple, White Oak and Rinkside rooms have a mounted smart TV w/HDMI capability.
- Whiteboard available in White Oak, Red Maple and Rinkside rooms (renter must provide own dry erase markers). TV/AV cart (with HDMI capability) and portable projection screen are available for an additional fee of \$10 each; LCD projector available for \$50. Please indicate on the application form if you are requesting use of this equipment.

# Chaska Community Center Room Rental Application Form

This application form must be filled out **COMPLETELY** prior to the requested usage date (at least one week in advance). The person filling out this form (Contact Person) must be an adult. All youth require adult supervision at all times. Full payment is due at the time of booking and before a facility permit being issued. No reservations are held or "penciled in" without the completed application form and payment.



**ROOM REQUESTED:** Check the appropriate room listed below

- Red Maple Room (30 max)
- White Oak Room (30 max)
- Rinkside Room (30 max; rink side Arena 1)
- Sun Room (45 max)
- Poolside Room (20 max)

### EQUIPMENT REQUEST

- TV/AV Cart w/ HDMI capability = \$10 flat fee
- Projection Screen = \$10 flat fee
- LCD Projector = \$50 flat fee

*\*Red Maple, White Oak and Rinkside rooms have a mounted smart TV with HDMI capability.*

**RENTAL RATES** CCC Member \$42/hour Regular Rate Non-Member \$54/hour

Contact Person \_\_\_\_\_ Organization (if applicable) \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Primary Number \_\_\_\_\_ Alternate Number \_\_\_\_\_

Email Address \_\_\_\_\_

Nature of Event \_\_\_\_\_ (meeting / banquet / birthday/shower, etc.)

Day & Date of Request \_\_\_\_\_

Room Start Time \_\_\_\_\_ AM PM Room End Time \_\_\_\_\_ AM PM Total Hours \_\_\_\_\_  
(includes set up) (includes clean up)

Anticipated Number of People \_\_\_\_\_

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

The above signed hereby agrees to be responsible for any damage to the facility occurring during and by this use and agrees to be responsible for the conduct of all persons attending this function. Applicant further agrees to be responsible for any accident or injury occurring to anyone during and by this use and agrees that the City of Chaska & its employees shall not be responsible for any such injury or loss.

