



Water Treatment Facility Meeting Room Use Policies and Fees

WELCOME

The Lakeville Water Treatment Facility meeting room is located at 18400 Ipava Ave, Lakeville, MN 55044 and is available for use by the public Monday through Friday between 7:30 a.m. and 3:30 p.m., excluding days on which City offices are closed due to holidays. Facility reservations are managed by an application process. Organizations/Individuals wishing to schedule use of the facility will be required to fill out an application and submit with the reservation fee and damage deposit. The City Administrator, City Clerk, Deputy Clerk, and Utilities Administrative Assistant are authorized to enter into an agreement for use of the Water Treatment Facility meeting room.

The City of Lakeville reserves the right to reject requests for facility use when such use is considered not to be in the best interest of local government. Use of the building for fund-raising activities, including the conducting of business, is not permitted. The City of Lakeville reserves the right to reschedule a user group or cancel a reservation in the event of conflicting governmental use or emergency.

To begin the reservation process, please contact the Water Treatment Facility at (952) 985-2708.

FACILITY USE POLICIES

- **CHARGES.** The rental charges are as follows:

Conference Room	\$25/hr Non-Profit organizations, Lakeville Resident/Business	\$35/hr Non-Lakeville Resident/Business	<i>Room Capacity: approx. 50-75</i> (18) 2' X 6' tables (60) chairs
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- **RESERVATIONS AND PAYMENT.** Reservations for room use should be made at least 30 days in advance, and may be made no more than 180 days in advance. The rooms cannot be reserved on a regular, continuing schedule. Full reservation fee and damage deposit are required at the time the reservation is made.
- **DAMAGE DEPOSIT.** A \$200 damage deposit is required with all facility rentals. If damages are incurred, the organization/individual agrees to fully reimburse the City of Lakeville upon demand for any amount exceeding the damage deposit. If no damages are incurred, the damage deposit will be returned within 30 days following the end of the rental period.
- **CANCELLATION POLICY.** The renting organization/individual agrees and understands that in the event of a cancellation, ninety (90) days notice must be given in order for both the rental payment and the damage deposit to be returned. If less than 90 days is given, the damage deposit will be returned; however, the rental payment will be retained.
- **CONDUCT.** A group requesting use of the room must be under competent adult (18 or over) leadership. If children or youth are present, proper parental or leadership control is required. Children and youth should not be permitted to roam the building unsupervised.



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- **NO SMOKING POLICY.** The Water Treatment Facility is a smoke free facility. There is no smoking permitted anywhere in the building.
- **FOOD AND BEVERAGE POLICY.** Beverages, bag lunches, and light snacks such as cookies or donuts are permitted. Alcoholic beverages are not permitted on the premises. An adjacent kitchenette is available to prepare beverages. Refrigeration is not available. No food may be prepared on the premises. A coffeemaker is available, however the user must provide all coffee, cups, condiments, napkins, utensils, and other supplies. Food and beverages must be kept in in the rented room or space.
- **DECORATIONS.** No banners, posters, signs, or decorations of any kind may be taped or placed on the walls. No confetti, glitter, or candles with open flame are allowed. A display rail is available for fastening materials and easels are also available for use.
- **CLEANUP.** The renting organization/individual using the room shall leave the room in the same condition as found. This includes clearing all materials brought in as well as removing any excess trash. The City of Lakeville is not responsible for any items left beyond the contracted rental period.
- **EQUIPMENT.** The following equipment is available for use as part of the rental agreement:
 - (18) 24" X 72" tables
 - (60) rolling chairs, upholstered seat, plastic back
 - Ceiling-Mounted projector and projection screen
 - 32" TV with VCR on cart (DVD player not available)
 - 40 cup coffee urn
 - 12 cup coffeemaker
 - Portable coat rack
- **INDEMNIFICATION, HOLD HARMLESS, DEFENSE.** I understand that my use of the Lakeville Water Treatment Facility Meeting Room is voluntary and that I am using it for my benefit only. I agree that my use of the room is undertaken at my own risk, and that the City of Lakeville will not be liable for any claims, injuries, or damages of whatever nature incurred by me, members of my organization, guests of my event or the negligence of third parties. On behalf of myself and the organization that I represent, I expressly forever release and discharge the City of Lakeville from any claims, injuries, or damages of whatever nature arising out of, or connected with, my use of the Water Treatment Facility meeting room. I also agree to reimburse the City of Lakeville for any damage, breakage, maintenance, or theft of equipment beyond the damage deposit figure, if so warranted.



FACILITY USE APPLICATION

Water Treatment Facility Meeting Room

18400 Ipava Avenue, Lakeville, MN 55044

To schedule please contact: (phone) 952-985-2700 (fax) 952-985-2709

The room is available Monday through Friday, 7:30 a.m. to 3:30 p.m. unless other arrangements have been pre-approved.

Group or Organization: _____

Authorized representative requesting use: _____

Purpose of use _____

Anticipated number of persons attending (room configuration determines the max number of attendees):

Classroom Style =up to 50 attendees Lecture Style = up to 75 attendees

Adults _____ Youth (under 18) _____

Date(s)	Day(s) of Week	Start Time	End Time	Rental Rate (<small>\$25/hr res / \$35/hr non-res</small>)

Rental Reservation Fee \$ _____ (7600.4350)

Damage Deposit, \$200 \$ _____ (7600.2250)

Total Rental Fee & Deposit \$ _____

*(Your reservation is **not** confirmed until the reservation and damage deposit fees are received.)*

PLEASE NOTE: If you wish to serve refreshments, you must provide your own. A coffee maker is available for your use however, coffee, cream, sugar, cups, etc. are not included. There are NO vending machines, snacks, soda, bottled water, etc. available.

The applicant (user) agrees to

1. Absolve the City from all liability claims in the event of an accident or injury incurred by user.
2. Pay for all damages to City property or equipment over and above normal wear and tear.
3. Assume full responsibility for the conduct of the group while the facility is in use.
4. Leave the room and equipment in the same condition as when use began.
5. Recognize the right of the City of Lakeville to cancel this agreement in the event of governmental use or an emergency.
6. Provide proper parental or leadership control if children or youth are present.

Please remind participants to be respectful of the room and the people working in the office area.

Name of person requesting room (Please print) (_____) _____ (_____) _____
Daytime Phone Number Fax Number

Address _____
Street City Zip email address

Signature _____ Date _____

Return with payment to: City of Lakeville, Attn: Melissa Smith, 20195 Holyoke Ave, Lakeville, MN 55044

Approved by: _____

Date _____