

Richfield Community Center Rental Guide – 2024



Richfield Community Center
7000 Nicollet Avenue
Richfield, MN 55423
Ph: 612-861-9385
Fax: 612-861-9388
www.richfieldmn.gov



Richfield Community Center
 7000 Nicollet Ave, Richfield, MN 55423
 P: 612-861-9385 F: 612-861-9388

recreation@richfieldmn.gov
www.richfieldmn.gov/parkrental

OFFICE HOURS

Monday - Friday 8:30 am – 5:00 pm

HOURS OF RENTAL

Monday-Thursday 8:30 am – 9:00 pm

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FACILITY RESERVATION PROCEDURES

FACILITY RENTAL APPLICATION

A completed "Richfield Community Center Facility Rental Application" is required in order to rent any Community Center facility. Please submit your application at least five business days prior to your event. A copy is attached to this form or is available for download at www.richfieldmn.gov. A Community Center staff will contact the applicant within two business days to confirm or deny the rental application. If the room is available to rent, payment will be taken at that time.

- **Contact person:** The person completing the application must be at least 18 years of age, will be designated to make all arrangements with Community Center staff, and be on-site the day of the event.
- **Start & end times:** Start and end times should be when the first person from your group arrives through when the last person leaves the building. This includes set-up & clean-up time. Plan on a minimum of 15 minutes before and after your event for set-up and clean-up, with more time frequently needed. Minimum two-hour reservation required.
- **Room setup:** The second page of the application asks for detailed room set-up. Community Center staff will set up the room in one of the listed configurations. Your group may make adjustments or additions to the setup as needed.

PAYMENT

Full payment of rental fee is due when your facility application is approved. Rooms will not be held without full payment. Payment can be made via cash, check (payable City of Richfield), Discover, MasterCard or Visa.

DAMAGE DEPOSIT

A \$200 damage deposit is required for the following groups: 1) Groups of 50+ people. 2) Any meals being served. 3) Use of PA system or DJ. The damage deposit will be returned within 30 days pending that all rental policies were followed and a satisfactory inspection of the rental space by Community Center staff. Common reasons for loss of damage deposit include:

- Renters starting early or ending their events late (2x the normal rental rate/hr is applied)
- Not putting garbage in receptacles
- Violation of building rules, including alcohol
- Red-colored food/liquid staining surfaces
- Damaged Community Center property
- Additional cleaning due to excessive mess, or any kitchen cleaning will be charged back to renters at \$100/hr

CANCELLATIONS

Renters can receive a full refund when cancelling 14 days or more from the reservation date. Refunds cannot be guaranteed within 13 days or fewer of the event. All cancellations must be submitted in writing to the designated Richfield Community Center rental coordinator.

The Richfield Community Center will make every effort to avoid canceling rentals once a facility has been booked and paid. However, we reserve the right to preempt a scheduled event when, in the City's judgment, the preemption is in the community's best interests. If the City cancels an event, renters will receive a full refund.

COMMUNITY CENTER BUILDING USE POLICIES

Facility users are responsible for ensuring that all persons in their group comply with all applicable laws, ordinances, rules, regulations, policies, and procedures including but not limited to the sections below. Violation of law and/or Community Center policies can be grounds for immediate termination of the permitted activity and ejection of the User and User's guests and invitees. In such a case, the user will forfeit all fees and damage deposit as liquidated damages. A violation of the law and/or Community Center rules or policies will be determined by Community Center staff. Said determinations shall be at the sole discretion of the City. Neither the City nor any of its officers, officials, agents, representatives, servants, contractors, or employees shall be liable for any injuries,

losses, or damages that may be sustained by the User or its guests or invitees as a result of the City's exercise of its right to terminate an event or eject a User or User's guests or invitees.

WI-FI ACCESS

Free Wi-Fi is available Network Name: RI-City (no password)

DECORATIONS AND ROOM ALTERATIONS

We highly recommend a professional decorator. If you are planning to decorate rooms for your event, please remember:

- **All decorations should be self-supporting.** Adhesives can damage paint. No thumb tape, tacks, nails, staples or damaging adhesives can be used. Groups will be responsible for any associated costs to repair damages.
- **Decoration or set-up time** must be included in the Facility Rental Application.
- **Decoration plan:** Inform staff of your decorating intentions. Failure to do so may result in no decorations allowed at your event. Professional decorators are preferred.
- **Party favors** such as confetti, glitter, sequins, popcorn, birdseed, etc. are not allowed.
- **Open flames:** Due to Minnesota fire code statutes, no open flames are permitted (e.g. candles).
- **Clean-up:** All decorations must be removed by the end of your event.
- **Outside use:** Community Center amenities (tables, chairs, podiums, etc.) may not be used outside the facility.

FOOD AND BEVERAGES

Renters may provide their own food and non-alcoholic beverages or use a professional caterer.

- **Alcohol:** The consumption of alcohol is not allowed in the Community Center, grounds, or City park system. Any alcohol on-site will result in a forfeiture of damage deposit and your rental will end immediately.
- **Catering or food preparations:** We recommend that all food served is prepackaged or commercially prepared. The renter may arrange food service through a licensed and insured caterer.
- **Commercial kitchen:** A commercial kitchen is available for a flat rental fee with the rental of the Augsburg Room or combined Augsburg/Nicollet Room.
 - **Cleaning:** Users are responsible to fully clean the kitchen after use. Clean-up time must be included in the rental. Any additional cleaning needed after a rental will be charged to the renter at \$100.00/hr.
 - **Amenities:** Kitchen amenities include a microwave, dishwasher, range, oven, fridge & freezer.
 - **Intended use:** Cooking food is not allowed. Food may be warmed in the kitchen, but it is not set up for cooking and may not be used as such.
- **Food clean-up:** Caterers and renters are responsible for consolidating trash into receptacles.
- **Coffee:** A 14-cup air coffee pot is available for \$10.00. Request & payment must be completed prior to your event.
- **Linens, table skirts, dishes and utensils** are not available from the Richfield Community Center.
- **Red or orange-color food or beverages** and other stain-prone foods are prohibited.
- **Food with frosting** may only be used in non-carpeted rooms.

AUDIO & VISUAL EQUIPMENT AND AMPLIFIED SOUND

- **Amplified sound** or music is permitted only on Community Center audio equipment or by a professional, reputable DJ service. Community Center AV equipment accepts most AV sources including HDMI, VGA, head phone jack and Bluetooth. Audio quality is not guaranteed on A/V equipment for technical audio specifications.
- **Microphones** are available and are intended for presentation use only. Audio quality is not guaranteed.
- **DVD and BlueRay discs** can be played through LCD projectors.
- **Projectors:** An integrated projector is available in the Richfield Room. A portable projector is available in all other rooms, although the screen may be smaller based on the room. Projectors accept VGA and HDMI connections.
- **Lights & effects:** Party lights, disco balls, and other lights and effects can be used, but must be free-standing.

SUPPLIES

Groups are responsible for bringing all additional supplies necessary for their event including computers, cords, any adapters needed for your electronic device, etc.

POST-EVENT CLEAN-UP

Renters are expected to clean any room decorations and put all garbage and recyclable materials in appropriate containers. Clean-up time must be included in rental time. Any groups using the commercial kitchen are responsible for all the cleaning inside the kitchen and kitchen amenities.

Following an event, Community Center staff will wipe table tops, put away tables and chairs, dry mop, and run a floor scrubber over the floor. Additional cleaning due to excessive mess, garbage not being in receptacles, or any kitchen cleaning will be charged back to renters at \$100/hr.

PROHIBITED ITEMS

- **Tobacco use and/or gambling** is prohibited in the Community Center or City park system.
- **Alcohol:** The consumption of alcohol is not allowed in the Community Center, grounds, or City park system.
- **Red or orange-colored food or beverages** and other stain-prone foods are prohibited.
- **No glass containers:** All beverages must be from non-glass containers.
- **Sale of merchandise, food, or beverages** by facility users and their affiliated parties is prohibited
- **Candles** or other open flames are prohibited. Sterno-style food heaters are allowed by licensed caterers.
- **Confetti, glitter and/or sequins** are not allowed.
- **Pets or other animals** are not allowed in the Community Center.
- **Adhesives:** Tape, adhesive putty, glue, and other adhesives may not be used on any surface. Command strips are allowed if necessary, but must be removed at the end of the event and renters assume responsibility for damages.
- **Fog machines** would set off smoke alarms so groups are not able to use them.

ADDITIONAL GENERAL PERMIT CONDITIONS

- **Violation of laws, rules and/or policies:** If a violation of any laws, rules and/or policies happens during a rental, the event can be stopped immediately and the User will forfeit all fees and damage deposit as liquidated damages. A violation of the law and/or Community Center rules or policies will be determined by Community Center staff. Said determinations shall be at the sole discretion of the City. Neither the City nor any of its officers, officials, agents, representatives, servants, contractors, or employees shall be liable for any injuries, losses, or damages that may be sustained by the User or its guests or invitees as a result of the City's exercise of its right to terminate an event or eject a User or User's guests or invitees.
- **Subleasing:** Once a permit has been authorized, the holder cannot assign, transfer, or sublet to a third party.
- **Facility use:** User may only use the space as identified and approved on the Facility Rental Application. All high-risk or abnormal activities must be listed under "other".
- **Parking:** The Community Center has a free parking lot with 70 parking stalls. Spill-over on-street parking is available near the facility. Buses are not allowed to park in the Community Center lot.
- **Personal property:** The City of Richfield is not liable or responsible for any personal property belonging to facility users or the user's guests, invitees, participants, members, spectators, agents, volunteers, vendors, contractors, employees, representatives, or servants. The user shall indemnify, defend, and hold harmless the City for any loss or damage to personal property suffered by the user or its guests, invitees, participants, members, spectators, agents, volunteers, contractors, employees, representatives, or servants. Additional tables, chairs, dance floor, staging, and other items of personal property shall not be stored at the Community Center. Those items may be brought in only during the rental hours and must be removed from the facility at the end of the rental hours.
- **Liable for damages:** The User assumes full personal responsibility for all activities conducted and damage, including but not limited to any loss, breakage or damage to the facility, equipment or other Community Center property resulting from the User's use of the Community Center.
- **Adult supervision and responsibility:** Groups must provide sufficient, competent adult supervision for the event. The applicant needs to be in attendance at the event during the times listed on the application.
- **Children** must be attended by adults at all times and contained in the rented room(s).
- **Security:** Users are required to have enough security to maintain order during and after the event.

RESTRICTING USE

Community Center staff can restrict the use of the Community Center by a particular user based on knowledge that the user has caused damage or has unfavorable history from previous use of the Community Center or other public

facilities. Denial or restricting use of the Community Center does not exempt violators from possible prosecution under applicable local, state or federal law, ordinance, or regulations.

CERTIFICATE OF INSURANCE

Additional liability insurance may be needed based on the activities planned for a rental. The League of Minnesota Cities Insurance Trust offers a Tenant User Liability Insurance Program (“TULIP”) that helps renters protect themselves and their guests at events held at city-owned facilities by providing low-cost liability coverage,. Contact the League of Minnesota Cities for more information. If insurance is required, the following applies:

- \$1,000,000 minimum coverage for liability for injury, death, and property damage
- The City must be named as an “Additional Insured” on the policy.
- The insurance certificate must be secured before a facility can be reserved.

ACCOMMODATION FOR DISABILITIES

The City of Richfield does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Upon request, a copy of this document can be made available in alternative formats (such as large print, audio recording, qualified readers, etc.) to accommodate those with disabilities. Please contact the Recreation office at 612-861-9385 or recreation@richfieldmn.gov to make such a request.

For non-City sponsored activities and private rentals, the User is expected to comply with the requirements of the ADA and Minnesota Human Rights Act, and to provide the necessary auxiliary aids and services, and other accommodations necessary for the User’s members, participants, and invited guests. Users are encouraged to contact the Facility Rental Coordinator to discuss accessibility requests.

FACILITY ACCESSIBILITY NOTES

- Parking includes 10 handicapped parking spaces closest to the event entrance
- Lot includes paved entrance with a curb cut-out
- Paved sidewalks to the building to all entrances
- Automatic door openers at main entrance
- ADA-compliant restrooms and drinking fountain
- Elevator for access to all levels
- Amplified sound available for user groups, rentals, and programs
- Reserved seating available
- For specific accommodations, please contact 612-861-9385 with advanced notice

COMMUNITY CENTER ROOM INFORMATION AND FEES

Room descriptions rates are listed on the following page. Groups claiming non-profit status will be required to submit a MN tax exempt form ST-3 or ST-17. Residency is determined by the location of the group applying or, in the case of a private rental, the person filling out the application, paying for, and taking responsibility for the rental.

OTHER CHARGES

- **Start and end times:** Renters that go over the amount of time scheduled may be charged at a rate of twice (2x) the normal rental rate. Those fees will be deducted from the damage deposit or assessed to the renter.
- **Damage deposit:** A refundable damage deposit of \$200.00. See “Damage Deposit” on page 2 for details.
- **Kitchen:** A kitchen is available to rent for a flat fee with rental of the Augsburg Room or combined Augsburg/Nicollet Room rental. Renters are responsible to fully clean the kitchen. Any additional cleaning needed will be charged at \$100.00/hr.
- **Coffee:** A 14 cup air pot is available for \$10.00. Request & payment must be made with facility rental.
- **Changes** to a rental permit after it has been issued will be charged a minimum \$30.00 administrative fee.
- **Supervisory staff:** The City reserves the right to assign supervisory or maintenance staff and/or police officer(s) at an additional cost to the users, if deemed necessary by the type of event, number of people in attendance, or group history.
- **Miscellaneous:** All costs of policing, cleaning and restoring Community Center property used during the rental or event pursuant to the permit are the responsibility of the rental group.

ROOM SETUP CAPACITIES

Room	Board Room	U-Shaped	Theater	Banquet 5' Round Tables	Banquet 8' Rectangle Tables	Classroom w/ Banquet Tables	Classroom w/ Card Tables (3/table)	Card Tables & Chairs	Fire Capacity
Augsburg	44	30	48	66	64	27	36	80	110
Nicollet	36	30	77	48	64	45	36	72	77
Augsburg/Nicollet	N/A	N/A	125	114	128	72	72	120	187
Fireside	12	N/A	N/A	N/A	N/A	N/A	N/A	N/A	20
Richfield	36	30	110	84	N/A	50	63	110	110
Ruth Johnson	18	20	36	30	32	20	18	24	36

ROOM DESCRIPTIONS

AUGSBURG ROOM

1,600 sq. ft.

This is walk-out basement-level room has a view of the park. An outdoor patio is included and an adjacent kitchen is available to rent.

Floors are tiled, which allows food and beverages to be served.



RICHFIELD ROOM

2,608 sq. ft.

The room is spacious and lends itself well to meetings and seminars. Integrated PA system and LCD projector is available.

Floors are carpeted so only non-staining food and beverages.



NICOLLET ROOM

1,540 sq. ft.

Spacious and well-lit with an integrated PA system and tiled floor, making it ideal for medium-sized get-togethers or parties where food will be served.



FIRESIDE ROOM

286 sq. ft.

This room is an intimate meeting room with an excellent view of Augsburg Park. There is seating for eight to ten at the board table and additional chairs for up to 12 people.



AUGSBURG & NICOLLET ROOM COMBINED

3,200 sq. ft.

The Augsburg & Nicollet rooms can be combined by a divider that, when removed, accommodates up to 150 people. The outdoor patio is included with rental of the Augsburg & Nicollet Rooms and an adjacent commercial kitchen is available to rent.

RUTH JOHNSON ROOM

517 sq. ft.

This room is comfortable for board meetings, classes, clinics, art/craft activities and small exercise groups.



COMMERCIAL KITCHEN

A commercial kitchen is available for rent with the Augsburg or combined Augsburg & Nicollet Rooms for an additional flat fee. Its intended use includes food storage, staging, serving, and warming, but not cooking. Renters are responsible for all kitchen cleaning.

RENTAL SUMMARY

RENTING A ROOM

Fill out the attached Facility Rental Application and submit it at least five business days prior to your rental. Community Center staff will review the rental and get back to you within two business days.

PAYMENTS/DEPOSIT

Full payment is due once a rental is approved. The space is not booked or blocked until full payment is received. An additional deposit will apply if your group has 50+ people, will be serving any meals, or will use the Community Center PA system.

ARRIVAL AND DEPARTURE TIMES

Your start and end times should be when the first person from your group arrives through when the last person leaves the building. This includes set-up & clean-up time. Groups should plan on a minimum of 15 minutes before and after your event for set-up and clean-up, with more time frequently needed.

Rentals that go over the amount of time scheduled may be charged at a rate of twice (2x) the normal rental rate.

POST-EVENT CLEAN-UP

After your event, you are expected to place all of their garbage and recycling in appropriate receptacles. If the kitchen is used, it must be fully cleaned by the renter. Please plan clean-up time in your rental.

SET-UP SHEET

A general set-up sheet is on the back of the facility application and should be filled out with the initial application. If your set-up requires a more detailed drawing, we have to-scale layouts of the rooms available to sketch your set-up needs. Ask our staff for a copy when you submit your application.

DECORATIONS

Limited room decorating is allowed, however, walls, surfaces and other Community Center property may not be damaged in the process. We highly recommend hiring a professional decorator and/or having all decorations being self-supporting (no adhesives/tacks/nails/etc. necessary). All decoration plans should be submitted with the rental application. Party favors such as confetti, glitter, sequins, popcorn, birdseed, etc. are not allowed. All decorations must be removed by the end of your event.

PROHIBITED ITEMS

Alcohol, tobacco, stain-prone foods and beverages, glass containers, open flames, confetti, glitter, sequins, pets, most adhesives, and fog machines are prohibited.



RICHFIELD COMMUNITY CENTER FACILITY RENTAL APPLICATION

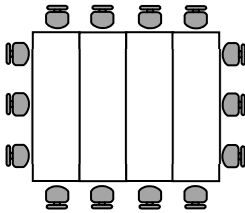
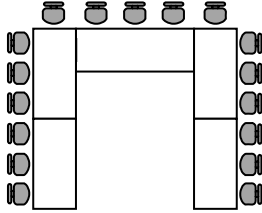
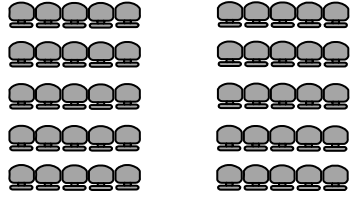
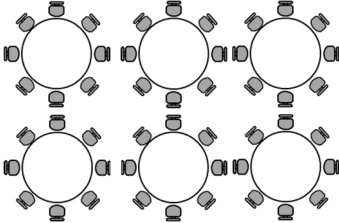
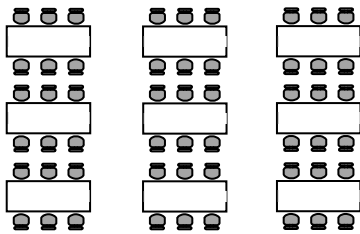
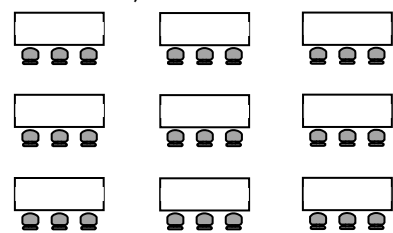
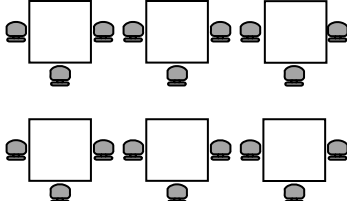
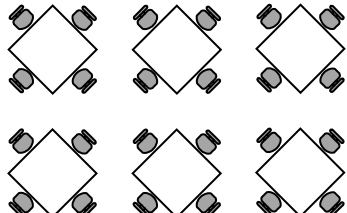
Richfield Community Center
 7000 Nicollet Avenue, Richfield, MN 55423
 P: 612.861.9385 F: 612.861.9388 recreation@richfieldmn.gov

Submit application at least five business days prior to your event. Applications will be reviewed and responded to within two business days.

APPLICANT CONTACT INFORMATION			
Organization/Business (if applicable)			
Contact Name			
Cell Phone	Home Phone	Work Phone	
Email			
Address, City, State, Zip			
EVENT DETAILS			
Event Description			
Event Date(s)			
Event Start Time	Event End Time	Room Access Time	
Maximum Expected Attendance*		List other equipment being brought in, unique activities, or special requests: _____ _____ _____ List any decorations your event may have: _____ _____ _____	
Will food be served?*	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will any music be played?*	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will beverages be served?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will any items be sold?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
*\$200.00 damage deposit may apply to all of the following: groups of 50+ people, any meals being served, or the use of Community Center PA system.			
FACILITY REQUESTED (all fees are listed with tax included)			
Rentals available Mon-Th, 8:30 a.m. – 9:00 p.m. Not available Fri, Sat, Sun, or holidays.			
Room	Non-profit	Private	
<input type="checkbox"/> Augsburg Room	\$42.00/hr	\$60.00/hr	<input type="checkbox"/> Kitchen add-on
<input type="checkbox"/> Nicollet Room	\$42.00/hr	\$60.00/hr	(\$38 w/ Augsburg
<input type="checkbox"/> Combined Augsburg/Nicollet Room	\$69.00/hr	\$95.00/hr	or combined
<input type="checkbox"/> Fireside Room	\$42.00/hr	\$60.00/hr	Augsburg/Nicollet
<input type="checkbox"/> Ruth Johnson Room	\$42.00/hr	\$60.00/hr	Room. Kitchen can
<input type="checkbox"/> Richfield Room	\$69.00/hr	\$95.00/hr	not be used to cook)
EQUIPMENT REQUESTED			
A/V Equipment		General Equipment	
<input type="checkbox"/> TV/VCR/DVD	<input type="checkbox"/> Microphone	<input type="checkbox"/> Blackboard	
<input type="checkbox"/> Portable LCD Projector	<input type="checkbox"/> TV/DVD Stand	<input type="checkbox"/> Whiteboard	
<input type="checkbox"/> Projector/Movie Screen	<input type="checkbox"/> Podium	<input type="checkbox"/> Coffee (\$10 per 14-cup air pot)	
<input type="checkbox"/> PA/Audio System			
APPLICANT SIGNATURE			
<p>The lessee agrees that all activities undertaken by lessee or organization as part of the rental agreement, is at lessee or the organization's sole risk and that the City of Richfield shall not be liable for any claim, demands, injuries, damages, of whatever nature, incurred by the lessee, the organization, or lessee's property due to the negligence of the City, its agents, or employees, arising out of or connected with the activity related to this rental and that on behalf of lessee or the organization's lessee represent, expressly releases and discharges the City, its agents, or employees, from such claims, injuries, or damages. I also acknowledge that I have read and understand the "Richfield Community Center Facility Rental Guide" and agree to adhere to all rules & regulations set forth and to all City Code. Failure to abide by the terms of the permit or any other applicable laws, rules, city ordinances or regulations may result in revocation of the permit, retention of all or a portion of the damage deposit, fines, civil liability, or criminal prosecution. Richfield Recreation personnel reserve the right to cancel scheduled use at any time prior to or during the event.</p>			
_____		_____	
Signature		Date	
STAFF ONLY			
<input type="checkbox"/> Payment	<input type="checkbox"/> Rental Intake Form	<input type="checkbox"/> Setup sheet or description	
<input type="checkbox"/> Damage Deposit Returned (mark NA if not applicable)			

Over for Room Setup →

ROOM LAYOUT: Please choose the setup that will most closely meet your group's needs. Your group may make any adjustments or additions to the setup as needed. Please note room capacities below when choosing a setup. A setup must be submitted with rental application.

<input type="checkbox"/> Board Room (Chairs around 8' tables in a rectangle) 	<input type="checkbox"/> U-Shaped 	<input type="checkbox"/> Theatre (Chairs facing front in rows with a middle aisle) 
<input type="checkbox"/> Banquet – Rounds (chairs around 5' round tables) 	<input type="checkbox"/> Banquet – 8' Rectangles (8' tables with chairs) 	<input type="checkbox"/> Classroom w/ Banquet Tables (8' tables with chairs facing one direction) 
<input type="checkbox"/> Classroom - Card Tables (3' card tables with three chairs facing one direction) 	<input type="checkbox"/> Other (please describe in detail or sketch a room set-up sheet (to-scale room layouts are available upon request))	
<input type="checkbox"/> Card Tables & Chairs (4' card tables with chairs) 		

ROOM CAPACITIES									
Room	Board Room	U-Shaped	Theater	Banquet 5' Round Tables	Banquet 8' Rectangle Tables	Classroom w/ Banquet Tables	Classroom w/ Card Tables (3/table)	Card Tables & Chairs	Fire Capacity
Augsburg	44	30	48	66	64	27	36	80	110
Nicollet	36	30	77	48	64	45	36	72	77
Augsburg/Nicollet	N/A	N/A	125	114	128	72	72	120	187
Fireside	12	N/A	N/A	N/A	N/A	N/A	N/A	N/A	20
Richfield	36	30	110	84	N/A	50	63	112	110
Ruth Johnson	18	20	36	30	32	20	18	24	36