

# Chaska Community Center

## Wet & Dry Craft Rooms, Rainbow Room, Sun Room, & Turtle Bay

### Procedures & Policies

*\*please read carefully!*

#### **BOOKING PROCEDURE**

- Step 1: Complete room request form and pay fee by mail or at the front desk of the Community Center. **RESERVATIONS CAN BE MADE OVER THE PHONE WITH FACILITY COORDINATOR IF FULL PAYMENT IS MADE BY CREDIT CARD ONLY. Reservations should be made at least one week in advance.**
- Step 2: Parks & Recreation office receives fees and application form and checks for availability.
- If available, a permit is sent by mail to patron. **(DO NOT CONSIDER ROOM BOOKED UNTIL A RESERVATION CONTRACT IS RECEIVED IN THE MAIL.)**
  - If not available, patron is called immediately to see if times can be shifted to help accommodate them. If times cannot be changed, a full refund will be granted.

#### **BOOKING POLICY**

- No spaces are held or "penciled in" over the phone. No rooms will be booked until payment is received. First completed application form and fees received by the Parks & Recreation Department gets the room.
- Although fees and room application forms may be accepted by mail or at the front desk of the Community Center, **do not consider the rooms held for your group until a permit is issued by the City Facilities Coordinator.** The Parks & Recreation offices are open Monday through Friday, 8:00 am – 4:30 pm. Requests received evenings or weekends will be processed with 2-3 working days after received.
- For refunds** cancellations must be **2 or more** working days prior of room rental. There is a \$5.00 administrative fee for cutting a refund check.

#### **GENERAL INFORMATION**

- 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.
- TURTLE BAY ROOM – ALL FOOD AND BEVERAGE MUST REMAIN IN THE ROOM AND CANNOT BE TAKEN IN TO THE POOL OR GYM AREA!**
- Set up and clean up is the responsibility of the renter. **Please note: if take down and clean up is not completed by the renter, you will be billed a CCC Staff take down/clean up charge of \$30.** Chairs and tables are available in each room to be set up and taken down by the renter within the rental time (tables/chairs remain set up in Turtle Bay). **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.
- All garbage is to be put in the garbage cans for Community Center staff to remove.
- Each room has electrical plug-ins. Craft rooms have a counter & sink. Refrigeration is available in Turtle Bay only.
- If decorating, it must be done and removed within rental time. No nails, tacks or tape on walls.
- Dry marker board available in Craft Rooms & Rainbow room (renter must provide own dry markers). TV/VCR/DVD, overhead projector & portable projection screen are available for an additional fee of \$5.00 per hour each. Please indicate on application form if you are requesting use of this equipment.

