



**Chaska Community Center  
Community Room Rental Application Form  
-Rental of Side A or B only**

This application form must be filled out **COMPLETELY** prior to the requested usage date. The person filling out this application (Contact Person) must be an adult. All youth participating in a rental at the Community Center must have adult supervision at all times.

**All appropriate fees must accompany this application form prior to the application being approved and a facility reservation contract being issued.**

**Check Appropriate Boxes Below:**

- Community Room Side A (side with a screen)
- Community Room Side B (side w/ access to kitchen)
- Kitchen (\$50 Member/Resident ..... \$100 Non-Resident)
- Set-Up by CCC Staff (\$75)
- Take Down/Clean Up by CCC Staff (\$100)
- Alcohol is being served (mandatory take down/clean up charge of \$100 applies when alcohol is being served).  
INDICATE TIME FRAME (nor more than a 3 hr. block of time):  
\_\_\_\_\_ am pm TO \_\_\_\_\_ am pm

Equipment Needs

- TV/VCR
- Overhead Projector
- Screen
- Podium & Microphone
- Microphone ONLY - *check one*  
 \_\_\_ Microphone with cord  
 \_\_\_ Cordless handheld Mic  
 \_\_\_ Clip-on (lapel) cordless Mic
- LCD Projector - \$100  
Please see back-side of Damage Deposit Contract if requesting the LCD.

Contact Person \_\_\_\_\_

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

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Name of Organization \_\_\_\_\_

Nature of Event \_\_\_\_\_

Day & Date of Use \_\_\_\_\_

Start Time \_\_\_\_\_ AM PM                      Completion Time \_\_\_\_\_ AM PM  
(includes set up)    (includes take down/clean up)

IF NEEDED, indicate the time you will be decorating (decorating time will be charged at 1/2 the regular room rental cost-minimum one hour).

Decorating Start Time \_\_\_\_\_ AM PM                      Decorating End Time \_\_\_\_\_ AM PM

**Total Hours** \_\_\_\_\_ **Anticipated Number of People** \_\_\_\_\_

The undersigned 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

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





Chaska Community Center  
Community Room Rental Fee Schedule  
-Rental of Side A or B only

Usage Category & Scheduling Priority

**Category #1**..... General meetings for those groups typically considered **Chaska Civic Organizations**. Examples include Girl Scouts, Jaycees, League of Women Voters, and School District No. 112.

**Category #2**..... **Private Function** - This category includes neighborhood groups, weddings, church groups, private parties, political groups, county groups, non-District No. 112 school groups, etc...

**Category #3**..... **Business Function** – Businesses using the building to conduct workshops, seminars, business meetings or luncheons, etc...

<p>CCC Members / Chaska RESIDENTS</p> <p><u>Weekdays (Monday – Thursday)</u>            Category #1..... 4 hours @ no charge per year                                              \$15.00 per hour after that            Category #2..... \$20.00 per hour            Category #3..... \$30.00 per hour</p> <p><u>Weekends (Friday – Sunday)</u>            Category #1..... \$20.00 per hour            Category #2..... \$35.00 per hour            Category #3..... \$50.00 per hour</p> <p><u>Kitchen Use (any day)</u>            \$50.00 <i>not a per hour rate</i></p>
--

<p>NON-RESIDENTS</p> <p><u>Weekdays (Monday – Thursday)</u>            Category #1 .....\$20.00 per hour            Category #2 .....\$30.00 per hour            Category #3 .....\$45.00 per hour</p> <p><u>Weekends (Friday – Sunday)</u>            Category #1 .....\$25.00 per hour            Category #2 .....\$55.00 per hour            Category #3 .....\$60.00 per hour</p> <p><u>Kitchen Use (any day)</u>            \$100.00 <i>not a per hour rate</i></p>
---

- A \$250.00 (\$600 if serving alcohol) refundable damage deposit is required and renters are responsible for those services not considered ordinary.
- If you require special needs other than opening doors and turning on lights by the Community Center staff, you must make special arrangements with the appropriate staff person **at least 7 days in advance**.
- These fees do not include setting up or taking down tables and chairs, nor for cleanup, which may be required by your particular group. Groups not serving alcohol may choose to set up, take down and clean up themselves or to contract with the Community Center staff at \$75 for set-up and/or \$100 for take-down and clean-up.
- If you are serving alcohol there will be an **automatic \$100 take down charge**, setup charge remains the same.
- You must figure setup, take down and decorating time into your rental unless provided by the Community Center staff.
- You may rent the one side of the Community Room for decorating time prior to the start of your event and guest arrival for ½ of the room rental cost (minimum 1 hour). Regular charges will apply as of the start of your event/guest arrival.



**CHASKA COMMUNITY CENTER**  
**Community Room and Kitchen Damage/Clean Up Deposit**

CONTRACT

\*Please read carefully and return with Rental Application form.

Deposit Amount:       \$250 (no alcohol being served)       \$600 (alcohol being served)

The Chaska Community Center requires all renters within the Community Center to be responsible for the operating rules of the Chaska Community Center, as well as for the conduct of its group or others present during the rental period. The rental party shall take full responsibility for undue damage and excessive dirty, or untidy, conditions to the building, rooms and/or City equipment and furniture. Please remind your group that the Chaska Community Center is a place of business. Children running or playing in the hallways or restrooms will not be tolerated, and if serving alcohol, all beverages must be contained in the area that is rented and are NOT allowed in the hallway or Theater gallery.

Examples that renter are responsible for include, but are not limited to:

COMMUNITY ROOM

- 1) Supervision of all guests in the Community Center.
- 2) Damage resulting from inappropriate actions.
- 3) Soiling and/or stains caused by neglect and irresponsible action and activities.
- 4) Making sure all garbage is thrown away in garbage cans provided.
- 5) Any clean up period of time that is in excess of our average clean up time that is the result of any of the above noted examples.

KITCHEN \*The CCC will not furnish cleaning supplies or any cooking utensils.

Thoroughly clean the following areas as used:

- 1) All counter tops and sinks
- 2) Oven and stove top
- 3) Coffee makers (if used)
- 4) Any spills in the Refrigerator or Freezer
- 5) Any walls dirtied during the event.

**\*If you have contracted with the CCC Staff to do take down and clean up for you:**

Take down down/clean up by the CCC staff means our staff will take down and put away the tables and chairs after your event, and clean the floors. The Renter is responsible for making sure all garbage is thrown away in the garbage cans.

It is understood that the renter's deposit of \$\_\_\_\_\_ will be held if the items listed are not thoroughly cleaned or are damaged. Any damages in excess of the amount of the deposit will be billed to the renter.

\_\_\_\_\_  
Signature(s) of Primary Renter(s)

\_\_\_\_\_  
Date



**CHASKA COMMUNITY CENTER**  
Contract for use of the LCD Projector

Credit Card # must be taken for use of the LCD Projector in case of damages.

Name \_\_\_\_\_

Date you will use the LCD \_\_\_\_/\_\_\_\_/\_\_\_\_

Time you will need the LCD \_\_\_\_\_

Type of Card: VISA    MASTERCARD    AMERICAN EXPRESS

Credit Card # \_\_\_\_\_ EXP \_\_\_\_\_

Signature of card holder \_\_\_\_\_

*I, the above signed, take full responsibility of the LCD projector and understand, should any damages incur while in my possession, the above credit card will be billed for repair or replacement of the LCD Projector.*



## Chaska Community Center Community Room Policies

1. A minimum of 7 days notice is required to reserve the Community Room. Residents cannot reserve the Community Room or any other Chaska Community Center space for a non-resident group.
2. All of the appropriate forms and fees must be submitted prior to any confirmation permit being issued. **Do not consider the space booked for your group until you receive a "Facility Permit"** confirming your date and time. This includes all forms required for alcohol consumption.
3. Damage deposit refunds will be issued at the end of the month following your event contingent upon the provisions of the damage deposit agreement.
4. No reservation requests will be accepted earlier than 12 months prior to the requested usage date.
5. Cancellations must be made at least 6 weeks from the date of event to receive a full refund of any payments made (damage deposit automatically returned). Cancellations made less than 6 weeks to the date of the event will be charged 20% of the total room deposit fee (damage deposit automatically returned).
6. Smoking is prohibited in the Community Room and all other parts of the Community Center. Please make sure your guests observe this ordinance
7. The Community Room is intended to meet a variety of needs. Its primary use is for larger gatherings best suited in a banquet room this size. Other uses may include small functions such as meetings, wedding/baby showers, athletic banquets, etc. Groups which would require monthly or bi-weekly bookings solely in the Community Room will be requested to seek other available facilities. The policy is necessary to accommodate the largest number of groups possible.
8. NO CANDLES!
9. Tacks, glue, tape and other adhesive type products are **not** permitted use on any walls in the Community Room.
10. Alcohol (see separate policy)
11. The Community Room has a maximum capacity of 200 with tables and chairs; 250 using chairs only in a theater-style arrangement. Larger groups may rent adjacent areas. Half of the Community Room has a maximum capacity of 80 with tables and chairs; 100 using chairs only in a theater-style arrangement.
12. Please have guests to your event enter the main doors to the Community Center.
13. At the time of application groups should specify any message to be on the marquis announcing the event (i.e. "Johnson/Smith Reception", "Dahlberg Shower", etc.).

***A site visit is recommended prior to reservation of the Community Room.  
Call 952-448-3176 x7748 to check room vacancy on day of visit.***