

# HUMAN SERVICES



## 2012 Creekside Community Center Fast Facility Facts



City of Bloomington  
Community Services Department  
Human Services Division

**FACILITY USE  
POLICY STATEMENT**

The intent of this policy is to promote regular and active use of Creekside Community Center. It outlines group classifications, rental charges, scheduling, payment procedures and rules and regulations for use of the facility. Rental charges are based on staffing, room set-ups, supplies, space and maintenance costs, as well as market rates for similar facilities.

Creekside Community Center is operated by the City of Bloomington's Human Services Division under policies, guidelines and fees adopted by the Bloomington City Council. The Council recognizes the value of Creekside being available to Bloomington residents, civic and religious groups, and businesses.

Use of the facility is conditional upon adherence to City policies. Violation of City policies may serve as a basis for immediate termination.

The City of Bloomington does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its services, programs, or activities. Upon request, accommodation will be provided to allow individuals with disabilities to participate in all City of Bloomington services, programs and activities.

Upon request, information will be made available in Braille, large print, audio tape and/or electronic format.

## FACILITY USE REGULATIONS

**Cancellations/Refunds** Contact Human Services (952-563-4944 V/TTY, Monday-Friday, 8 a.m.-4:30 p.m.) **at least 5 business days prior to the scheduled rental** to cancel and receive a full refund. If no cancellation is made, a NO-SHOW fee of one-half (1/2) the room rental rate will be charged.

**Food Rule** All food brought into Creekside must be commercially prepared and/or packaged. The City of Bloomington Environmental Health Division may require a license and inspection. Environmental Health can be reached by calling 952-563-8934. **NO** alcohol consumption is allowed on the premises.

**Storage for Rental Groups** Limited storage space (at no charge) may be available at the discretion of the Division Manager.

**Vending Machines** are not the property of the City of Bloomington. Information regarding problems is located on the machines.

**Pets** NO animals are allowed. (Exception: ADA approved service animals for persons with disabilities.)

**Room Set-Up** Notify the Creekside Main Office of any special requirements for room set-up at least **48 hours in advance**. Tables and chairs are included in the rental fee.

**Room Clean-Up** The room renter is responsible for returning the room to its original condition.

**Smoking** Creekside is a **NON-SMOKING** building. Smoking on the grounds of Creekside is only permitted in designated areas - 25 feet from building entrances.

### Conduct

- 1) Disorderly conduct shall be grounds for immediate termination of the activity/event without refund. Please refrain from use of profanity. Disorderly conduct will be determined by City Staff.
- 2) All children must be supervised by an adult at all times.

**Financial Responsibility** The room renter assumes full financial responsibility for City of Bloomington property that is lost, stolen, damaged, or destroyed while renting facility space at Creekside Community Center.

## **FACILITY USE REGULATIONS**

### **Continued**

**Room Rates Without Reservation** Any group using a room without a confirmed reservation will be assessed **DOUBLE** the Room Rate.

**Determination of Rental Fees** Rental fees shall be determined from the time the renter enters the room to the time of departure. Time needed for preparation in the room will be included in the rental time.

**Advance Payment** Payment will be made within 5 business days of reservation confirmation and prior to room use. If a rental group schedules reservations for 6 months or longer, monthly payment plans may be arranged.

**Rental Fees** Are collected Monday-Friday, 8 a.m.-4:30 p.m. Make payments in cash or by a single check payable to "City of Bloomington." Visa, MasterCard, Discover, and American Express are also accepted. Any payment or series of payments over \$5,000 needs to be made via check or electronic payment. Payments may be mailed to: Room Reservations, Creekside Community Center, 9801 Penn Ave. S, Bloomington, MN 55431.

***Payments MUST be received prior to the room rental date.  
No payment, no room, no exceptions!***

**Damage Deposit** A \$150.00 refundable damage deposit will be required for personal use of any room at Creekside Community Center or groups of 100 or more and at the Division Manager's discretion.

**City Staff** Groups will be charged for the amount of staff required for rental and will be notified of the charge at the time of reservation. A rate of \$25.00 per hour for staffing beyond (1) person will be charged. All groups over 100 people will be charged an additional staffing rate.

**Holiday Rates** On recognized City Council approved holidays, an additional \$62.50/hour will be charged, with the exception of Christmas. On Christmas, an additional \$75.00/hour will be charged. These rates are in addition to the regular hourly room rental charges.

**Confirmation** After a reservation is made, a confirmation letter will be mailed within three (3) business days. If no payment is made by the date indicated on the reservation, the reservation will be cancelled.



**Wi-Fi  
Hotspot**

**Internet Access** Creekside is equipped with wireless internet, in select areas, which can be used at no cost to the general public. Internet access may not be used for transmitting, retrieving, viewing or storage of any communications of a discriminatory or harassing nature or materials that are obscene or X-rated. No abusive, profane or offensive language is to be transmitted, retrieved, viewed or stored. The City does not guarantee availability or speed of access to wireless internet.

In the event that wireless access does not meet a renter’s requirements, the renter is required to make arrangements with a private Internet service provider (ISP). Renters are responsible to pay all service charges directly to the ISP. Illegal or improper usage of the Internet is prohibited and shall be grounds for immediate termination of the rental without refund. The City therefore reserves the right to monitor Internet access for compliance.

**Photo Policy:** The City of Bloomington has a Photo Policy, which requires the written consent of an individual before storing a photograph of that person. Occasionally, the City will post outside an event that City staff may be taking pictures at the event to put you on notice of that activity. If you have any questions, please contact a Human Services staff member.

**Firearms Policy**

A. The City of Bloomington hereby conditions private use of City property in compliance with its Firearms Policy. No firearms are allowed on the premises except by sworn Minnesota peace officers.

B. Signs are posted meeting the requirements of state law prohibiting firearms at all entrances to the property. Violation of this policy will result in immediate termination of the activity or event without refund.

**The City of Bloomington requires that the following statement be placed on ALL publicity for your event:**

*"Please be advised that the City of Bloomington does not sponsor or endorse or have a relationship with the organizations which hold meetings and events at Creekside Community Center unless specifically stated otherwise."*

Violation of this policy may jeopardize future rental of rooms.

## 2012 ROOM RATES WITH RESERVATION

As set by the Bloomington City Council and may be subject to change.

Group Classification	Classroom	MN Valley Room*** Stage rented separately	
Group I. Bloomington City Government	No Charge	No Charge	
Group II. Bloomington City Co-Sponsored	Per Division Manager Approval	Per Division Manager Approval	
Group III. Other Government Entities	Non-Prime*	\$31.00/hr.	\$61.00/hr.
	Prime**	\$39.00/hr.	\$76.00/hr.
Group IV. Bloomington-Based Non-Profit	Non-Prime*	\$31.00/hr.	\$61.00/hr.
	Prime**	\$39.00/hr.	\$76.00/hr.
Group V. Bloomington Resident Personal Use	Non-Prime*	\$39.00/hr.	\$76.00/hr.
	Prime**	\$47.00/hr.	\$92.00/hr.
Group VI. Bloomington-Based Business	Non-Prime*	\$41.50/hr.	\$82.00/hr.
	Prime**	\$58.50/hr.	\$113.50/hr.
Group VII. Non-Bloomington Resident/ Business/Non-Profit	Non-Prime*	\$46.25/hr.	\$96.00/hr.
	Prime**	\$64.75/hr.	\$133.75/hr.
Group VIII. Fund-Raising Activity	Non-Prime*	\$64.50/hr.	\$129.75/hr.
	Prime**	\$90.50/hr.	\$182.00/hr.
<p><b>*Non-Prime time</b> - Rental rates apply Monday-Friday 7 a.m.-7 p.m.</p>		<p><b>**Prime time</b> - Rental rates apply Monday-Friday, 7 p.m.– 7 a.m. and all day Saturday and Sunday</p>	
<p><b>Holiday Rates</b> are added to regular hourly rates on City Council approved holidays. Add-on rates are \$75/hour on Christmas and \$62.50/hour on all other holidays.</p>			
<p><b>City Staff</b> Groups will be charged for the amount of staff required for rental and will be notified of the charge at the time of reservation. A rate of \$25.00 per hour for staffing beyond (1) person will be charged. All groups over 100 people will be charged an additional staffing rate.</p>			
<p><b>Damage Deposit</b> A \$150.00 refundable damage deposit will be required for personal use of any room at Creekside Community Center or groups of 100 or more and at the Division Manager's discretion.</p>			
<p><b>***Special Rates</b> Charges are 1/2 the rate of the Minnesota Valley Room if rented as a divided room. Rooms 108 and the Stage are rented at 1/2 the classroom fee.</p>			

## SERVICES FOR FEES

<b>Table Rentals</b>	
Available to outside organizations and residents based on availability.	
8 ft. banquet-size tables	\$3.25/day + tax
<b>Audio Visual Rentals</b>	
A variety of equipment is available for rental at the center.	
Audio Visual Equipment	\$10.00/item/day + tax
<b>Upright Piano Rental</b>	
Pianos are available for rental use at Creekside Community Center.	
Upright Piano	\$18.75 per day + tax
<b>Computer Room Rental Fee</b>	
The computer lab is available for rent based on availability.	
Per Computer	\$5.00/session + tax
Classroom Rental Fee	See Room Rate w/ Reservation Chart
Set-up/Admin Charge	\$250.00
Refundable Damage Deposit	\$1,000.00
<b>Kitchen Rental</b>	
Training on equipment in the Creekside kitchen is required prior to rental. Walk-in cooler and freezer are not available for use/rental. Any access to the kitchen requires a one (1) hour minimum charge for use and custodian time.	
Kitchen Rental and Custodian	\$85.50 hour + \$25.00/hour
<b>Parking</b>	
Creekside parking spaces are available for rent by groups not otherwise using the facility. A maximum 25 spaces can be reserved, 7 days a week. No overnight parking is allowed. No permits issued for personal parking of vehicle(s).	
Bloomington Business/Organization	\$1.00 space/day + tax
Non-Bloomington Business/Organization	\$3.00 space/day + tax
<b>Computer Program Fee</b>	
Creekside Community Center has a computer lab available.	
Resident	\$5.00 session
Non-resident	\$10.00 session
<b>Office Services</b>	
Black and White Copies	\$.15/black and white page + tax
Color Copies	\$1.50/color page + tax
Prices per page (1 or 2 sides / same sheet)	
Fax Machine (sending/receiving, no long distance)	\$1.00/page + tax

# **PRIORITY RENTAL CLASSIFICATIONS**

## **Group I: Bloomington City Government**

Any activity related to the operations of the City of Bloomington's government, including but not limited to, City Council, board and commission meetings, City departments and divisions, City programs and events.

## **Group II: Bloomington City Co-Sponsored Activities**

City-sponsored public meetings and programs. A definition of co-sponsorship is when the Division Manager has committed to two or more of the following functions:

- Planning and budgeting for the event
- Coordinating and organizing event
- Providing staff for the event
- Evaluating and measuring impact on participating individuals

## **Group III: Other Government Entities**

Other tax-supported public agencies. This group includes federal, state, county, city other than Bloomington, and school district activities.

## **Group IV: Bloomington-Based, Non-Profit,\* Civic and Religious Groups**

Groups which have 50% of their members who live in Bloomington or 50% of the population they serve is from Bloomington. Included in this classification are Bloomington-based groups and organizations which contribute to the well-being and betterment of the community such as support groups, scout troops, youth athletics and resident groups holding neighborhood meetings.

## **Group V: Bloomington Residents**

Use of the facilities for personal use such as wedding receptions, family reunions, anniversaries, banquets, parties, etc.

## **Group VI: Bloomington-Based Businesses and Commercial Organizations**

Businesses and commercial organizations who have a Bloomington headquarters and mailing address.

## **Group VII: Non-Resident Users (Non-Profit\*, Business)**

Use of the facilities is also given on an available basis to non-resident individuals and groups and to commercial or business organizations that are not based in Bloomington.

## **Group VIII: Fund-Raising Activity**

Any group using the facility for the expressed purpose of generating funds.

\*Non-profit groups must provide a copy of official non-profit status documents issued by the Secretary of State.

## Room Capacity

Fire code determines the maximum capacity for each rental room. Variations in seating and table arrangements, may change maximum capacity.

Room:	MN* Valley	Library	100	105	110	Stage*	108*	Computer Lab
Maximum Capacity:	175	45	45	45	45	20	15	7

\*Charges are 1/2 the rate of the Minnesota Valley Room if rented as a divided room. Rooms 108 and the Stage are rented at 1/2 the classroom fee. The Stage and Minnesota Valley Room are rented separately.

## SERVICES AVAILABLE

See page 7 for fees and rates. Fees are set annually by the Bloomington City Council.

### Audio Visual Equipment

AV Equipment is available with advance reservation (see rate chart).

- Portable Podium
- Portable Screen
- Pocket Projector
- Overhead Projector
- VCR/DVD Player
- Nintendo Wii Gaming System
- Electronic Whiteboard
- Flip Chart and Markers
- CD Player
- Assisted Listening Device (n/c)

### Auditorium Only:

- Public Address System
- Personal Pocket PA System
- Stereo System with Tape and CD player
- Assisted Listening Device (n/c)

### Telephone

A courtesy phone is available for public use at the Center for local service only. Limit three (3) minutes per call.

### Fax Machine

- 952-563-4945.
- FAX service available to facility renters. Please ask at the Creekside Main Office for assistance.

### Map

Map and directions to Creekside are available upon request.

### Signs

Directional signs are available from Creekside's Main Office to help your group find their room. Space permitting, an outdoor sign board may be available for rental agencies.

### Further Assistance

We appreciate your business and look forward to serving you in 2012. For further assistance, please contact Human Services at 952-563-4944 V/TTY, Monday-Friday, 8 a.m. – 4:30 p.m.

## A Closer Look at our Rental Spaces



**Minnesota  
Valley Room  
Capacity: 175**



**Minnesota  
Valley Room  
Theatre Style**



**Room 110  
Capacity: 45**

**Similar Rooms  
100 and 105**

**Computer Lab  
7 stations**



**Library**

# FACILITY FACTS

## General Hours of Operation

To make special arrangements for your rental, please call 952-563-4944 V/TTY. Regular office hours are Monday-Friday 8 a.m.-4:30 p.m.

## Holidays

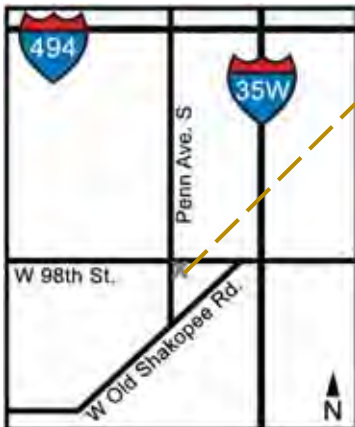
The following are recognized holidays of the City of Bloomington. Rentals on these dates, or other dates approved by the City Council will require holiday rates according to the fee schedule approved by the City Council:

Monday	January 2	New Year's Day
Monday	January 16	Martin Luther King Day
Monday	February 20	Presidents' Day
Sunday	April 8	Easter
Monday	May 28	Memorial Day
Wednesday	July 4	Independence Day
Monday	September 3	Labor Day
Monday	November 12	Veterans' Day
Thursday	November 22	Thanksgiving Day
Tuesday	December 25	Christmas Day



## Accessibility

Creekside is accessible for individuals with disabilities.



### City of Bloomington Human Services Division Creekside Community Center

9801 Penn Ave. S  
Bloomington, MN 55431

952-563-4944, V/TTY  
952-563-4945, fax

[www.ci.bloomington.mn.us](http://www.ci.bloomington.mn.us)  
[humanservices@ci.bloomington.mn.us](mailto:humanservices@ci.bloomington.mn.us)