

PRAIRIE CENTER RENTAL APPLICATION

8899 Nashua Avenue NE, Otsego, MN 55330

Phone: 763.235.3148 or 763.235.3155

Event Date: _____ Rental Start Time (Including Set-up): _____ Rental End Time (Including Clean-up): _____

Nature of Use: _____

Non-Profit Status: _____ Organization Name: _____

Applicant Name: _____ E-Mail: _____

Address: _____ City: _____ Zip: _____

Home Phone: () _____ Cell Phone: () _____

Room Requested: _____

Note: If you are planning a recurring meeting (weekly, monthly) please attach a list of dates.

Additional Information:

If serving food and/ or beverages please list what you will be serving:

Will alcohol be served at your event? Yes No

Please contact the Parks and Recreation Department when the form is complete at (763) 235-3148 or (763) 235-3155 or by e-mail at recreation@ci.otsego.mn.us.

Use of Prairie Center by individuals, organizations and entities and their participants is undertaken at the sole risk of those individuals, organizations, entities and participants. The City of Otsego, its employees, officers, agents, contractors and volunteers shall not be liable for any claim, demand, injury, damage, action, or causes of action of whatever nature related to damage to any participant, individual, organization or entity or their property arising from use of the Prairie Center, to the extent permitted by law. Users, individuals, organizations and entities utilizing the facilities shall prior to any use agree in writing in a form approved by the City to waive any and all claims, hold harmless, defend and fully indemnify the City, its employees, officers, contractors and agents from any and all claims related to use of the facility, to the extent permitted by law. The City of Otsego shall not be responsible for loss of personal property by individuals or groups using Prairie Center pursuant to a rental agreement.

Signature of Responsible Applicant _____ Date _____

PAYMENT INFORMATION

Amount: _____ Check #: _____ Cash _____ Credit Card: Visa / MasterCard / Discover

Credit Card #: _____ Expiration: _____ Security Code: _____

Name on the Card: _____



PRAIRIE CENTER TEMPORARY RESERVATION GUIDE

Renter's Rights and Responsibilities

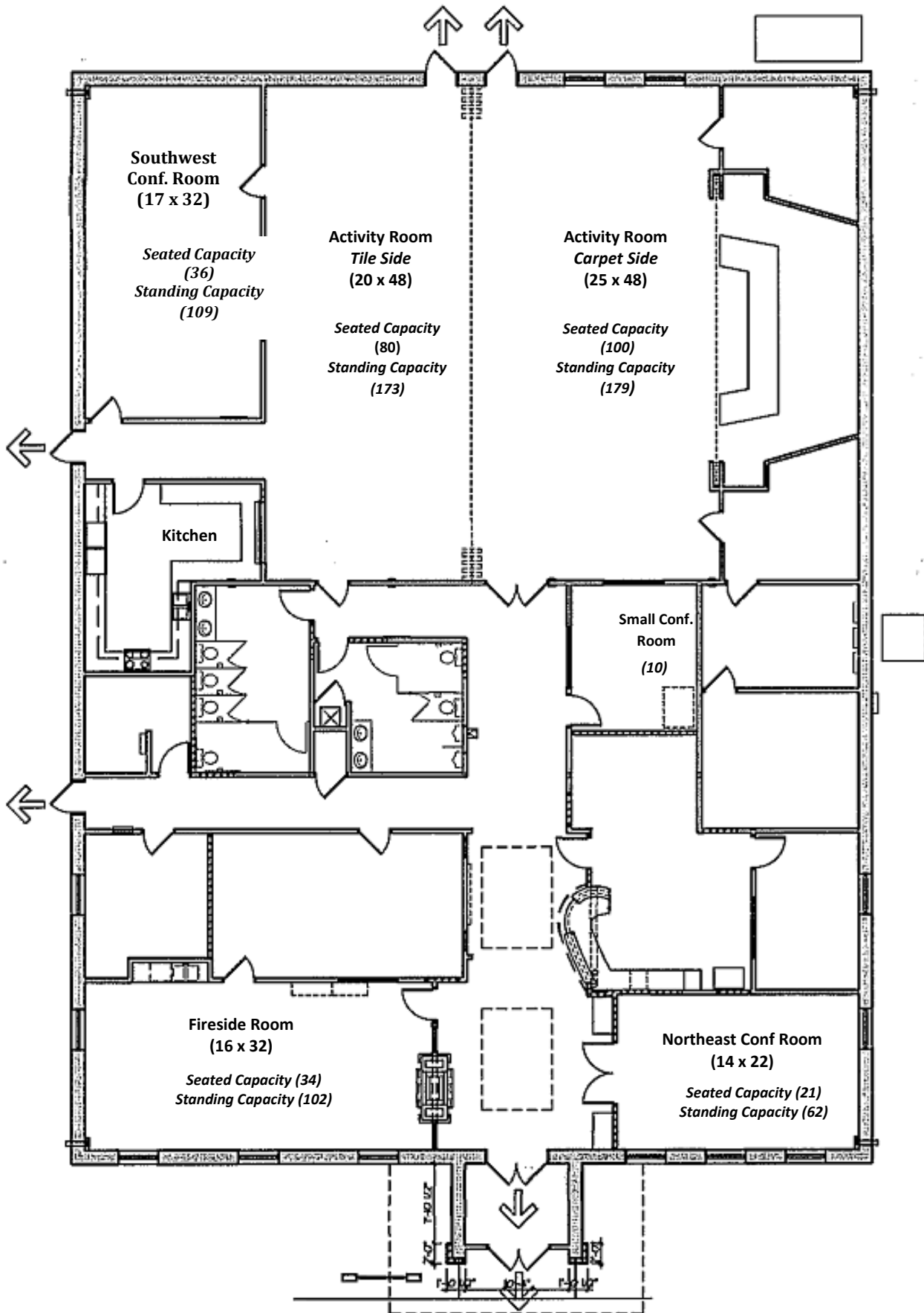
MAKING RESERVATIONS:

- A. Reservations may be made by returning an application to the Parks and Recreation Department or City Hall.
- B. Applications can be obtained at City Hall, Prairie Center or downloaded from the Parks and Recreation page on the City's website.
- C. Complete applications must be received not more than one hundred twenty (120) days or a minimum of fourteen (14) days prior to the schedule date of the event. An application is not completed until payment in full for all reservation fees and City charges has been received and the application is signed. The City may accept an application within fourteen (14) days of the date of an event if another reservation for the same date and time period has already been scheduled and adequate City staff will be present.
- D. Non-profit (501 3C) civic and religious organizations located within the City of Otsego, upon submission of Minnesota Tax Exempt Form ST-3 or ST-17, may reserve use of one (1) room at Prairie Center per month occurring on a weeknight approved at the discretion of the Parks and Recreation Manager for a reduced or no fee as specified by Section 2-4-2 of the City Code through donation of in-kind community service hours to the City by the group or organization in a form approved by the City Council at least equivalent to the rental fee or other costs that would be incurred by the City that are off-set by the community service. The community service hours must be completed in full within the same calendar year as the use of Prairie Center under this section or the organization will be responsible for payment of the full or partial balance of the rental fee.
- E. Scheduling of reoccurring events at Prairie Center by any individual or group not affiliated with the City shall be subject to approval by the City Council

ROOM	BUSINESS HOURS		AFTER BUSINESS HOURS, WEEKENDS, HOLIDAYS	
	RESIDENT FEE	NON-RESIDENT FEE	RESIDENT FEE	NON-RESIDENT FEE
Activity Room	40.00/hr.	55.00/hr.	55.00/hr.	70.00/hr.
Fireside Room	20.00/hr.	30.00/hr.	35.00/hr.	45.00/hr.
Northeast Conference Room	15.00/hr.	20.00/hr.	30.00/hr.	35.00/hr.
Southwest Conference Room	20.00/hr.	30.00/hr.	35.00/hr.	45.00/hr.

Cancellation within one (1) month of the reserved date will result in forfeiture of the rental fee.

PRAIRIE PARK



MAIN ENTRANCE

RIGHTS AND RESPONSIBILITIES:

- A. Rental Agreement. The rental agreement entitles the holder to the exclusive use of the designated room within Prairie Center for the allotted time slot subject to the following:
1. The rental time specified on the agreement includes set-up and take down and access to Prairie Center will be restricted to those specific times.
 2. No equipment or supplies may be stored at Prairie Center outside of the rental time specified by the agreement.
 3. Any rubbish that cannot be stored within the trash receptacles provided must be removed from the premises at the end of the rental period.
 4. The rental agreement shall not be transferred, assigned or sublet to another person or entity.
- B. Responsible Individual:
1. The individual signing the rental agreement shall be deemed the responsible individual and shall be held responsible, and jointly responsible with the entity or individual actually renting the facility, for compliance with all terms and conditions of the rental agreement and this policy.
 2. The responsible individual must be eighteen (18) years of age or older.
 3. The responsible individual must be present at Prairie Center during the entire rental period.
- C. General Requirements:
1. Fire and safety regulations, including compliance with posted room occupancy limits, shall be observed at all times.
 2. City furniture and equipment shall not be moved unless specifically approved by the Parks and Recreation Manager and stated on the rental agreement, and then only by or under the direct supervision of City staff.
 3. There shall be no marking or applying of materials to the walls, ceilings or floors of Prairie Center including prohibiting the use of heavy duty tape, staples, nails or other fasteners, except as approved by City staff.
 4. The consumption of alcohol at Prairie Center shall be allowed provided that it is specifically identified in the rental agreement and the activity complies with the following:
 - a. No person under twenty-one (21) years of age may consume any alcoholic beverage.
 - b. No person aged twenty-one (21) years or older shall provide an alcoholic beverage to an individual that is under twenty-one (21) years of age.
 - c. The City, at its discretion, may allow consumption of alcohol within Prairie Center at activities or events for which the facility is rented for events with attendance under one hundred (100) persons provided that alcohol is not being sold and that proof of liability insurance acceptable to the City that includes the City as an a named insured in the minimum amount of five hundred thousand dollars (\$500,000.00) is submitted and that the consumption of alcohol meets any other conditions of this policy or as required by the City.
 - d. The City, at its discretion, may allow consumption of alcohol for events with attendance of one hundred (100) persons or more and the service and consumption of alcohol at Prairie Center at activities or events for which the facility is rented shall be permitted only if the service is provided by a caterer approved by the City and licensed pursuant to Minnesota Statutes 340A.404, Subd. 12 (as may be amended) and who carried dram shop insurance in the minimum amount of one million dollars (\$1,000,000.00) under which the City is named as an additional insured.
 - e. Any individual or entity renting any portion of Prairie Center where alcohol will be served or consumed must first agree to and sign a waiver in a form approved by the City Attorney to hold the City harmless from claims arising from such rental and to defend and indemnify the City from all costs incurred as a result of such claims to the extent permitted by law.
 - f. For all events that alcoholic beverages are to be present, a security officer, scheduled by the Parks and Recreation Department, will be required to be in attendance for the entire duration of the event with all costs associated with provision of such security to be paid by the holder of the rental agreement and specified therein.

5. Smoking of any tobacco product or e-cigarette and the use of oral tobacco products or “spit” tobacco is prohibited within Prairie Center and upon the entire premises.
6. Food shall be limited to items prepared off-site and brought ready to be served; Professional caterers shall be licensed and approved by the City, at its discretion, to provide food service at Prairie Center.
7. Retail sales or admission fees associated with an event or activity at Prairie Center shall be allowed only if approved by the Parks and Recreation Manager and specified in the rental agreement.
8. Vehicles shall be parked only in designated parking areas and are not allowed in designated no parking zones or on trails, turf, pathways, or infields.
9. Prairie Center users are responsible for wiping all tables and removing all trash from the building.

D. Damage:

1. Users of Prairie Center pursuant the rental agreement shall leave the facility and premises in the condition in which it was at the start of the rental period.
2. The individual or organization to which Prairie Center is rented shall be responsible for all costs associated with extra-ordinary cleaning of the facility or premises following the rental period and/or the repair of any damages to the facility or premises that occur during the rental period. Any and all extra-ordinary cleaning needs or damage shall be documented by photographs to be taken by City staff.
3. The costs incurred by the City will be charged to the responsible individual; if the City is unable to collect payment then the City may pursue any means available to it to collect the amount due and owing.

E. Compliance. Prairie Center users shall at all times comply with any and all applicable State Laws, County Ordinances and City Codes and Policies and further:

1. No activity, conduct or display defined as obscene by Minnesota Statutes section 617.241 shall be allowed on City property.
2. No activity, conduct or display defined as an adult use by the City Code shall be allowed on City property.
3. Parks and Recreation Department staff or a Deputy of the Wright County Sheriff’s office may as a result of a violation:
 - a. Order the immediate removal from the premises of any offender.
 - b. Order immediate removal of alcohol from the premises.
 - c. Revoke the rental agreement immediately and order all persons from the premises.
4. A violation under this Section may result in the loss of the rental fee and damage deposit (plus additional charges for damages in excess of the deposit) and denial of future use of Prairie Center.