

Eagan Community Center Rental Rules and Regulations

The Eagan Community Center enforces the following rules and regulations with respect to private rentals. Please read them carefully.

1. RENTAL FEES

- a) Applicable rental and facility fees are to be paid to the Eagan Community Center (ECC) as outlined in the Rental Agreement.
- b) Reservations totaling \$500 or less will require full payment at time of booking.
- c) Rental fees exceeding \$500 will require a 50% down payment at the time of booking.
- d) Any remaining balance on a reservation is due 30 days prior to the rental date.
- e) Renter is responsible for timely payments.
- f) The Rental Agreement is void when valid payment is not received.
- g) **All fees paid to the ECC are non-refundable**, with the exception of the damage deposit as identified on the Rental Agreement.

Initials _____

2. DAMAGE DEPOSIT

- a) At the request of the ECC, renters must provide a damage deposit of \$300 in the form of a check prior to their event.
- b) The ECC reserves the right to keep the Renter's damage deposit for item replacement, facility repair, extensive cleaning, non-compliance with rules and regulations or other issues deemed reasonable by ECC staff or for any reason outlined in this Agreement.
- c) **The ECC may collect from the Renter for any amounts exceeding the damage deposit if applicable.**
- d) The Renter is responsible for the actions of all guests and hired vendors.

Initials _____

3. ECC RESERVES RIGHT TO CANCEL AGREEMENT

- a) The ECC reserves the right to cancel this Agreement up to 48 hours prior to the day of use, or at any time when a state of emergency is declared by the City of Eagan or unsafe environmental conditions exist in the opinion of the ECC, or if utility services are interrupted.
- b) In such an event, Renter agrees that the ECC shall have no responsibility or liability for any disruption or damages or loss that the Renter may suffer or incur due to such cancellation.
- c) The ECC will attempt to notify Renter as soon as possible if such cancellation occurs.
- d) All fees paid to the ECC shall be refunded to the Renter if this Agreement is canceled pursuant to this paragraph.

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4. CATERING

- a) **Outside food and beverages are NOT permitted in the Eagan Community Center.**
- b) The Renter is required to use one of the ECC's designated caterers for all food and beverages (for alcohol see below).
- c) Outside caterers are NOT permitted and no outside food may be brought into the ECC.
- d) The ECC kitchen is available only to ECC staff and authorized vendors. Any other use, including storage, is prohibited.
- e) **Cakes are permitted from any licensed baker.**

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5. ALCOHOL

- a) **ABSOLUTELY no outside alcohol permitted.**
- b) All alcohol must come from the designated alcohol provider.
- c) Persons bringing in outside alcohol will be removed from the premises and not allowed to return that day.
- d) All alcoholic beverages must be consumed on the premises, and in designated area(s) only.
- e) Alcohol consumption shall cease at the conclusion of the activity or event.
- f) Service of alcohol must cease at least 30 minutes before conclusion of the event.
- g) Serving alcohol requires the presence of a security officer.
- h) The security arrangements must be made through the ECC. There is an additional fee for this service.

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6. DECORATIONS

- a) Renter is responsible for event decorations; the ECC does not provide decorations or linens.
- b) Decorations must be put up during the allocated rental period.
- c) **Renter will not have access to the room before the rental time.**
- d) Decorations must be removed at the conclusion of the event.
- e) Any decorations left at the ECC will be disposed of by ECC staff. Please note the decorating restrictions below:
 - NO confetti, streamers, birdseed, rice, glitter, sand, silly string, or fresh flower petals allowed in the ECC or Central Park.
 - Candles are permitted when used in a fire-safe, enclosed container. Any prohibited candle usage will be stopped by ECC staff.
 - Affixing items to the walls, ceilings, or other building elements is prohibited.
- f) **Use of prohibited decorations will result in the loss of the Renter's damage deposit.**

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7. RENTAL TIMES

- a) The Renter shall organize activities to fit in to the rental time indicated on the Agreement, including set-up time.
- b) The rental area(s) will not be available to the Renter or any of the Renter's vendors before or after the paid for rental time.
- c) Activities shall cease, and all guests and vendors will be out of the space at the end time.
- d) The Renter will be charged for any time over the stated time on the Agreement.
- e) These fees may be taken from the damage deposit.
- f) There will be a \$200 hourly fee for any unauthorized use, payable in hourly increments.

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8. GROUP CONDUCT POLICY

- a) Disorderly conduct is prohibited and punishable by ejecting disorderly persons from the ECC.
- b) The Renter shall be solely responsible for supervising the conduct of members of its group.
- c) Disorderly conduct is behavior that is intrusive or offensive to other patrons or ECC staff, behavior that is unsafe or harmful, behavior that could result in damage to the ECC and/or items owned by the ECC, and any other behavior deemed disorderly by ECC staff.
- d) **Children must be directly supervised by an adult (18 years & older).**
- e) There is no running or playing in the hallways or atrium.
- f) ECC staff will immediately notify the event contact of any incident. It is the responsibility of the event contact to remedy the situation.
- g) If after notification, the situation is not remedied, the ECC staff reserve the right to end the event and ask the entire group to leave the premises.
- h) In this case, the ECC will keep the Renter's damage deposit and no fees will be reimbursed.

Initials _____

9. USE OF ECC

- a) The Renter understands that rentals during public hours may be affected by sound from other park or ECC activities. The Renter further understands that other rentals may be going on in different areas of the building at the same time. The Renter does not have exclusive use of the ECC as a whole.
- b) The ECC reserves the right to substitute a room at any time.
- c) This Agreement may not be assigned or transferred. Renter may not sublet the ECC.
- d) The Renter shall use only the rental area(s) outlined on the Agreement.
- e) The Renter shall leave the rental area(s) in a clean, orderly fashion.
- f) **Outside food and beverages are not permitted in the ECC.**
- g) Activities and events sponsored by the individuals, agencies, organizations, or groups shall not discriminate contrary to laws of the State of Minnesota, and, without limitation, shall not discriminate against any person on the basis of sex, race, creed, religion, color, national origin, age, marital status, economic status, or disability.
- h) Gambling or illegal activity of any sort is prohibited.
- i) Sound levels for DJ's, bands and other audio equipment will be required to be controlled and maintained at a level set by ECC management. **All music must cease no later than 12:30 a.m.**
- j) **All visitors and vendors must be out of the building no later than 1 a.m. for a Friday or Saturday rental.**
- k) No items may be left on-site before or after an event without consent of ECC management. The Renter may not store any items at the ECC. Any items left in the building without consent will be either put in our outdoor loading area or they will be disposed of by ECC staff. The ECC is not responsible for any items left on site by Renter or any of the Renter's vendors.
- l) ECC furniture is for indoor use only.
- m) **ECC IS A SMOKE FREE FACILITY** and the use of tobacco products of any kind are prohibited throughout the building.
- n) Audio Visual Equipment is available for use. A/V capacities vary by rental space.
- o) Requests and set-up changes made on the day of the event can result in a \$35 per hour labor fee, to be paid in hourly increments.
- p) **Absolutely no vehicles are allowed on the sidewalk or patio area.** Driving on these areas may result in the loss of your damage deposit.
- q) The Renter is responsible for informing all outside vendors of the ECC rules and regulations. Renter can lose damage deposit for the actions of their vendors (including driving on patio/sidewalk).
- r) Renter must abide by city and county signage ordinances. A copy of the ordinance can be obtained through the rental coordinator.
- s) Renter must use ECC designated vendors, where applicable.
- t) The Renter is responsible for relaying any event information (setup, a/v, etc.) to ECC. Event day changes may be subject to an hourly fee.

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By signing, Renter affirms that he/she has read the Agreement and agrees to the terms of the ECC rental. This Agreement is not valid until approved and signed by ECC management and valid payment is received.

SIGN AND RETURN RENTAL AGREEMENT WITH PAYMENT - KEEP A COPY FOR YOUR RECORDS

X: _____ Date: _____
Renter Signature

X: _____ Date: _____
Authorized ECC Management Signature

Name: _____

Organization Name: _____

Event Date: _____

Name of Event: _____

Rental Start Time: _____ End Time: _____