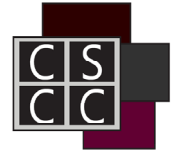


CENTRAL SQUARE COMMUNITY CENTER ROOM RENTAL APPLICATION



Dates: _____

Start Time: _____ End Time: _____

Organization: _____ Type: _____

Address: _____

Email Address: _____ Phone: _____

Person Responsible: _____ Approx. Group Size: _____

FACILITY REQUESTING:

- Centennial Room North Centennial Room South
 Activity Room A Activity Room B Activity Room C

ROOM FEES: (tax included)

Centennial Room	Res. \$19.28/hr per side (north or south)	_____	Amount Due
	Non Res. \$32.14/hr per side (north or south)	_____	Amount Due
Activity Room	Res. \$16.07/hr per section (A, B, C)	_____	Amount Due
	Non Res. \$21.43/hr per section (A, B, C)	_____	Amount Due

USER AGREES TO OBSERVE AND COMPLY WITH THE FOLLOWING RULES AND REGULATIONS

1. The CSCC Room hours Mon.-Fri. 7:00-9:00 pm; Sat. 8:00-6:00 pm; Sun. Noon-6:00 pm
2. Reservations, postponement and cancellations are coordinated through the Parks and Recreation office located at Central Square Community Center, 651-366-6200. The following order is used in establishing reservation priority for the room. 1st Priority – School/City Functions. 2nd Priority – Civic Functions/Organizations
3. Use agreements are non-transferable.
4. Users are responsible for cleaning up after their activity and restoring furniture and equipment back to its original condition. (If room requires cleaning or repair of damages, user will be billed.)
5. Smoking is not permitted anywhere in Central Square Community Center.
6. The Centennial Room has the following equipment for use: tables, chairs, white board, and full kitchen.

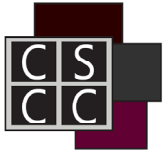
We agree to abide by the Central Square Community Center usage policy printed above.

Signature-Person Responsible

Date

CSCC Staff

Fee Cash Check Charge



CENTRAL SQUARE COMMUNITY CENTER ROOM RENTAL POLICY AND PROCEDURE

To reserve a meeting or activity room at Central Square Community Center you may inquire in person at the front desk or call (651) 366-6200 Monday through Friday from 8:00 a.m. to 4:30 p.m. to check availability. Rooms can only be rented when the building is open and when rooms are available, up to three months in advance. The hours of the facility are as follows:

From September to May:

Monday-Friday 5:30 a.m. - 9:30 p.m.
Saturday 7:00 a.m. – 6:30 p.m.
Sunday 7:00 a.m. – 6:30 p.m.

From June to August:

Monday-Friday 5:30 a.m. – 8:30 p.m.
Saturday 7:00 a.m. – 5:30 p.m.
Sunday 7:00 a.m. – 5:30 p.m.

Room Rental Procedure

1. Obtain a room rental from Central Square Community Center (CSCC) front desk or online.
2. Complete rental form and return it to CSCC. CSCC will not accept rental forms prior to 3 months before use date. **Reservations are made in person only. Phone or mail requests are not accepted.**
3. There is no charge for South St. Paul non-profit: school functions, city uses, fraternal organizations, civic groups, and youth organizations. Groups that are classified under the aforementioned non-profit list are allowed a maximum of two free rental periods per month, Monday – Thursday and are able to make reservations up to three months ahead of rental date. If more than two rentals per month are requested or for Friday, Saturday or Sunday rentals, South St. Paul business and resident rates will apply for non-profit groups.
4. Requests for the use of the community rooms shall be processed on a first come served basis, although Special School District #6 and the City of South St. Paul have priority over outside groups. A group may be required to reschedule a meeting if it is in CSCC best interest. CSCC will do its utmost not to interfere with scheduled meetings. If changes occur, we will do our best to give advance notice.
5. Extra fees may apply for cleaning or damages.

Charges

The rate for South St. Paul businesses and residents for all other uses: (tax included)

- \$19.28 an hour for Centennial Room North or South (\$38.57/hour for the entire room)
- \$16.07 an hour for Activity Room A, B, or C (\$48.21/hour for the entire room)

The rate for Non-Resident businesses and patrons: (tax included)

- \$32.14 an hour for Centennial Room North or South (\$64.28/hour for the entire room)
- \$21.43 an hour for Activity Room A, B, or C (\$64.28/hour for the entire room)

Payment

Permit application must be filled out and turned in at CSCC at that time payment is due in full. Check, cash or credit card may be used for payment. Payment may be mailed only if prior arrangements are made with staff.

Cancellation

Rental fees are eligible for refund if the cancellation is made 72 hours or more prior to the date of rental less a \$5 cancellation fee. No refunds or credits will be given for reservations canceled less than 72 hours in advance.

General Rules

1. Groups using the community rooms are responsible for maintaining order and are liable for any damage to Central Square Community Center property.
2. Smoking and the consumption of alcoholic beverages are not permitted.
3. If using the kitchen it must be cleaned thoroughly after use including counters, utensils, and sinks.
4. If beverages are served, no red liquids are allowed.
5. Juvenile groups must be supervised by a responsible adult, parent or guardian. A 10:1 ratio of youth to adults is recommended.
6. Furniture and/or equipment must not be removed from the community rooms.
7. **Users are responsible for cleaning up after their activity and restoring furniture and equipment back to its original condition and configuration. That includes trash, floors and decorations. Cleaning supplies are available at the front desk.**
8. User agreements are non-transferable. The contact person listed on the permit application is responsible to enforce rules during the rental period.
9. Any violation of these policies may result in denial of the applicant's future use of the room.

*At their discretion, CSCC employees may order the removal of patrons and/or revoke the permit immediately.

Centennial Room Descriptions

The Centennial Room consists of one large 1,500 sq./ft. room that can be used as one room or may be divided into two separate equal size rooms, the North and South.

Centennial Room (North)

Set up in a classroom style setting, Centennial North contains six 4 foot tables, 20 chairs, counter space and a whiteboard. The room fits 20-30 people comfortably.

Centennial Room (South)

Set up in a conference setting, Centennial South contains a large table that holds 16-20 people with a whiteboard, counter space, and a sink.

Activity Room Descriptions

The activity room is a 1,600 sq./ft. room that can be divided into three separate equal size rooms. The primary uses of the room are for our fitness classes, Senior Center groups, and our Child Watch program. There are hard wood floors and counters in every room when divided. Each room has tables and chairs available.

Activity Room A

Room A has counter space and can fit 20-30 people comfortably.

Activity Room B

Room B has counter space and can fit 20-30 people comfortably.

Activity Room C

Room C has one mirrored wall, counter space and can fit 20-30 people comfortably.