



# The Rosemount STEEPLE CENTER

ROSEMOUNT, MINNESOTA

## Facility Reservations



Thank you for your interest in The Rosemount Steeple Center as a general multipurpose assembly space.

Rental of the facility is handled through the Rosemount Parks and Recreation Department. Organizations, businesses and individuals wishing to rent the facility are required to obtain and sign a Facility Rental Permit and Rental Agreement with details of the event, and submit the appropriate deposit and final payment.

The City of Rosemount reserves the right to schedule activities in the facility, as well as the right to negotiate with all renters to make the best use of the time available. The use of the facility

will be for the scheduled time only based on your permit. Other renters will be scheduled around and in between reservations as space and time is available. There may be times when renters cannot be accommodated.

For additional information, contact Rosemount Parks and Recreation 651-322-6000 or [stephanie.baumann@ci.rosemount.mn.us](mailto:stephanie.baumann@ci.rosemount.mn.us).

### **The Rosemount Steeple Center**

14375 South Robert Trail  
Rosemount, MN 55068  
\*Main entrance off Cameo Ave.  
651-322-6000

### **Building Hours:**

Monday-Friday: 8am-4:30pm  
Evenings and Weekends:  
Dependent on Scheduled  
Activities

### **Mailing Address:**

Rosemount Parks &  
Recreation Dept.  
13885 South Robert Trail  
Rosemount, MN 55068



## **The Steeple Center Facility Rentals – General Information**

### **RENTAL PROCEDURES FOR ALL STEEPLE CENTER FACILITIES**

1. Contact the Rosemount Parks and Recreation Department at 651-322-6000 to check availability and secure date(s).
2. A reservation is not guaranteed until the signed Permit and Rental Agreement along with full facility rental fee is received in our office. The facility rental fee is due two weeks after receiving the Permit, unless otherwise specified.
3. The rental balance, such as the security fee (\$241.50, required if alcohol is served) and damage deposit (\$300 or \$500 if renting Assembly Hall, depending on whether or not food/beverages will be served) are due two weeks prior to the event date. Make checks payable to: **City of Rosemount**. We also accept Visa or MasterCard payments.
4. The Cancellation Policy is: 50% of the rental fee will be refunded for cancellations occurring 30 days prior to your event date. **There will be NO refunds for cancellations occurring 29 days or less prior to your event date.**
5. The damage deposit, if renting Assembly Hall, will be refunded within three weeks after the event date, if the Rental Agreement and/or Permit have not been violated during the event, or applied to any outstanding balance due. In some cases, Parks and Recreation staff may waive the damage deposit. **Any infraction of facility rules may result in partial or complete loss of damage deposit.**
6. A single (one) contact person should be designated to oversee all arrangements. This will help to eliminate problems with communication and ensure a quality event for the renter. Facility set-up (if applicable) will be reviewed with this contact person two weeks prior to the event date.
7. Once a permit has been issued, the holder cannot assign, transfer nor sublet the facility they have reserved to another party.
8. Parks and Recreation staff reserves the right to cancel a rental agreement prior to the event if certain conditions exist. Possible reasons for cancellation include, but are not limited to: a declared state of emergency, unsafe environmental or health conditions, or interruption of utility service. In such an event, the renter agrees that the City of Rosemount shall have no responsibility for anything the renter may suffer or incur due to such a cancellation. The City will attempt to notify the renter as soon as possible if such a cancellation occurs. All fees paid to the City by the renter shall be refunded to the renter if the reservation is cancelled by the City for any of the above reasons.



Lobby



Lobby



Conference Room

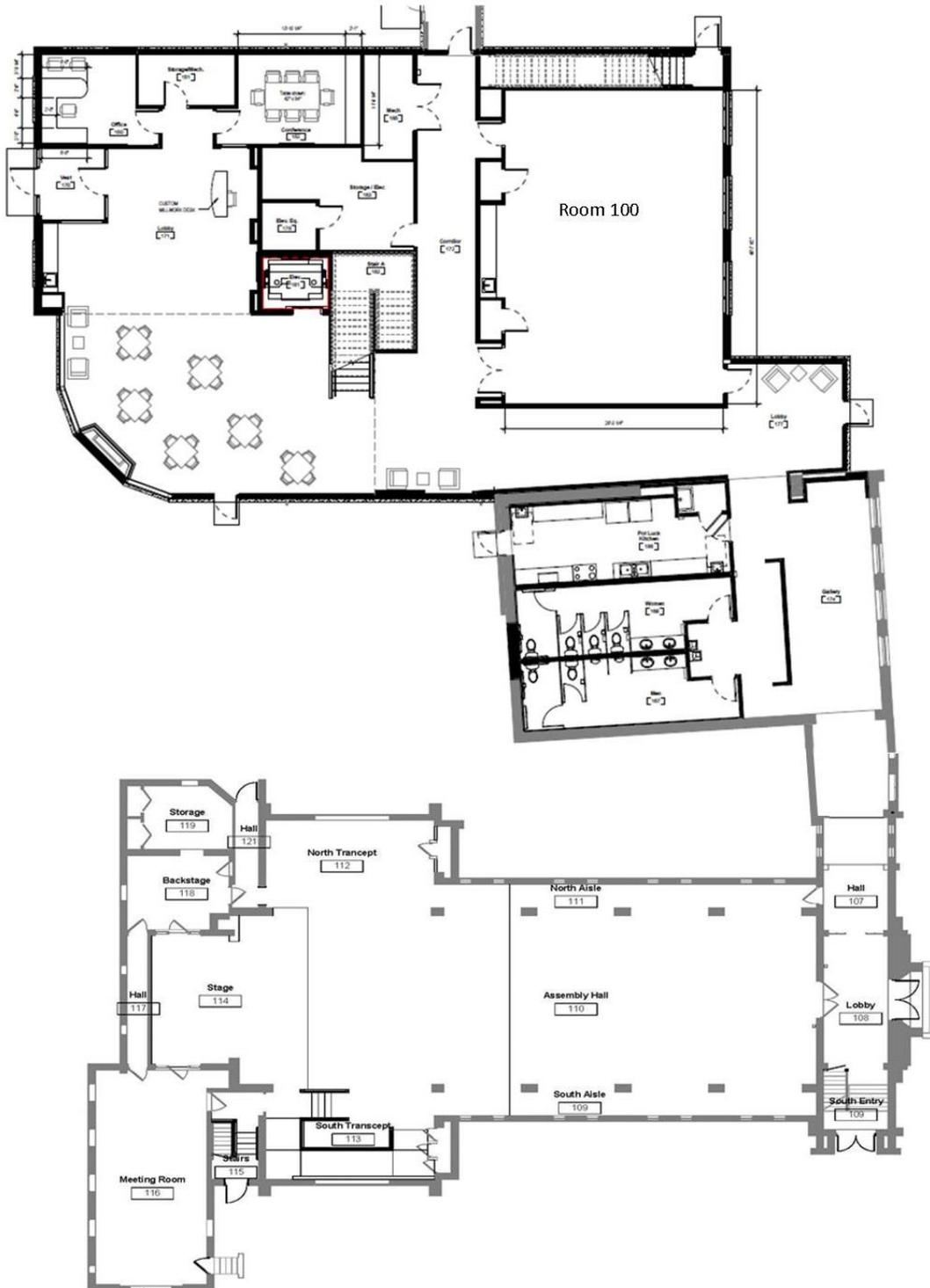


**2017 Rental Rates**  
All rentals are tax exempt

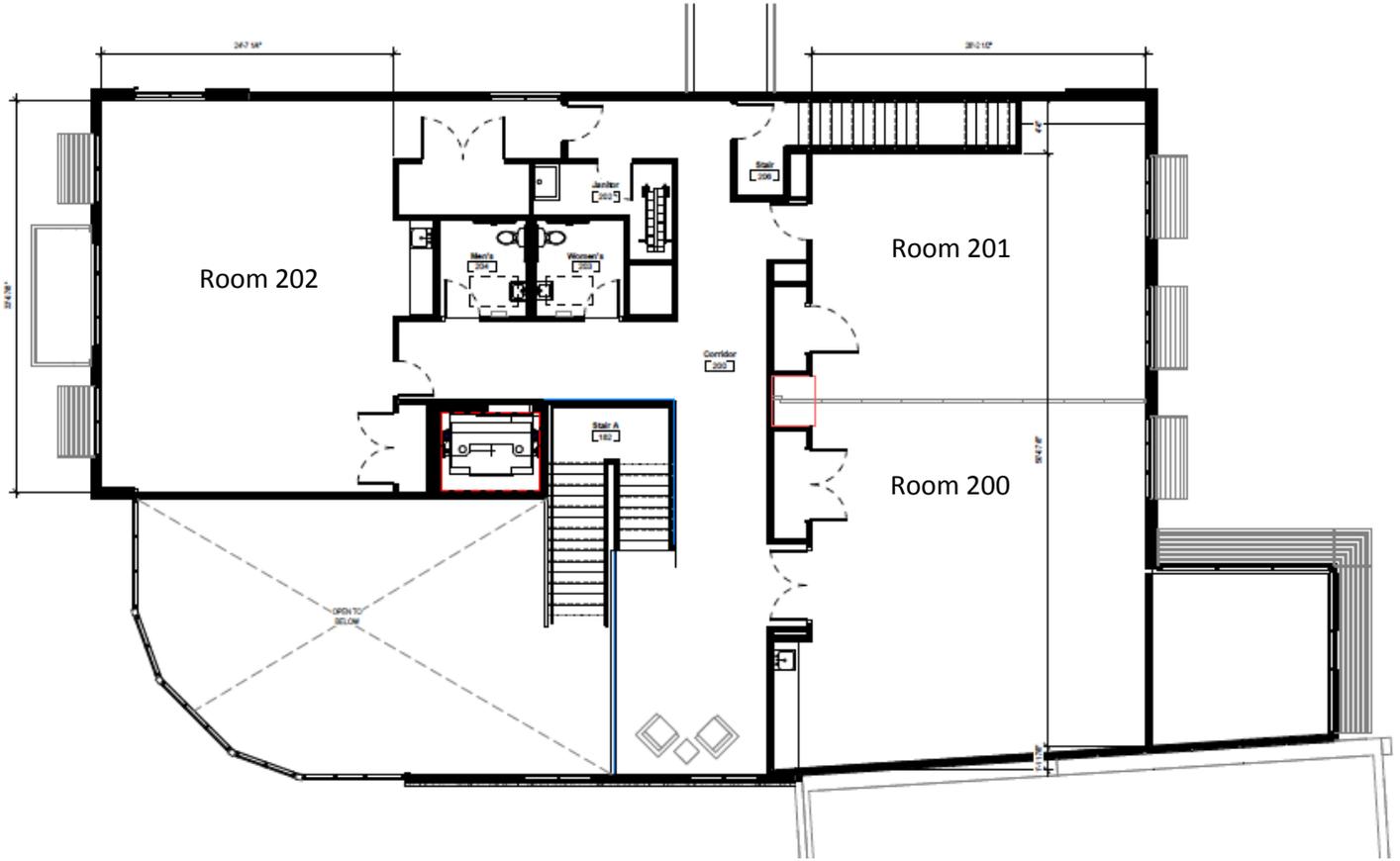
	Monday-Thursday	Friday	Saturday	Sunday
		<u>6-Hour Rental Block</u> 9:00am – 3:00pm <b>OR</b> 5:00pm – 11:00pm <u>14-Hour Rental Block</u> 9:00am – 11:00pm	<u>6-Hour Rental Block</u> 9:00am – 3:00pm <b>OR</b> 5:00pm – 11:00pm <u>14-Hour Rental Block</u> 9:00am – 11:00pm	<u>5-Hour Rental Block</u> 9:00am – 2:00pm <b>OR</b> 4:00pm – 9:00pm <u>12-Hour Rental Block</u> 9:00am – 9:00pm
<b>ASSEMBLY HALL</b> (2,520 sq. ft., 36'x70') (Stage: 23'-38' wide, up to 28' deep) <i>Theater Seating Capacity: 204</i> <i>Capacity With Tables/Chairs: 192</i>	<u>3-Hour Rental</u> Resident: \$135.00 Non-Resident: \$180.00	<u>6-Hour Rental</u> Resident: \$270.00 Non-Resident: \$360.00  <u>14-Hour Rental</u> Resident: \$630.00 Non-Resident: \$840.00	<u>14-Hour Rental</u> Resident: \$630.00 Non-Resident: \$840.00	<u>5-Hour Rental</u> Resident: \$225.00 Non-Resident: \$300.00  <u>12-Hour Rental</u> Resident: \$540.00 Non-Resident: \$720.00
<b>ROOM #100</b> <i>Capacity With Tables/Chairs: 80</i>	<u>3-Hour Rental</u> Resident: \$60.00 Non-Resident: \$90.00	<u>6-Hour Rental</u> Resident: \$180.00 Non-Resident: \$270.00  <u>14-Hour Rental</u> Resident: \$420.00 Non-Resident: \$490.00	<u>6-Hour Rental</u> Resident: \$180.00 Non-Resident: \$270.00  <u>14-Hour Rental</u> Resident: \$420.00 Non-Resident: \$490.00	<u>5-Hour Rental</u> Resident: \$125.00 Non-Resident: \$175.00  <u>12-Hour Rental</u> Resident: \$300.00 Non-Resident: \$420.00
<b>ROOM #200/201</b> <i>Capacity With Tables/Chairs: 80</i>				
<b>ROOM #202</b> <i>Capacity With Tables/Chairs: 48</i>	<u>3-Hour Rental</u> Resident: \$30.00 Non-Resident: \$45.00	<u>2-Hour Rental</u> Resident: \$30.00 Non-Resident: \$45.00  <u>6-Hour Rental</u> Resident: \$90.00 Non-Resident: \$135.00	<u>2-Hour Rental</u> Resident: \$30.00 Non-Resident: \$45.00  <u>6-Hour Rental</u> Resident: \$90.00 Non-Resident: \$135.00	<u>5-Hour Rental</u> Resident: \$75.00 Non-Resident: \$112.00  <u>12-Hour Rental</u> Resident: \$180.00 Non-Resident: \$270.00
<b>CONFERENCE ROOM</b> <i>Capacity: 8</i>	<u>3-Hour Rental</u> Resident: \$30.00 Non-Resident: \$45.00	<u>3-Hour Rental</u> Resident: \$30.00 Non-Resident: \$45.00	<u>3-Hour Rental</u> Resident: \$30.00 Non-Resident: \$45.00	<u>3-Hour Rental</u> Resident: \$30.00 Non-Resident: \$45.00
<b>ADDITIONAL FEES:</b>	\$300.00 Refundable Damage Deposit when NO food, beverage and/or alcohol is served* \$500.00 Refundable Damage Deposit when food, beverage and/or alcohol is served* \$259.00 Security Fee if alcohol is served (see Alcohol Policy) \$200.00 Change Over Fee (ex: Ceremony to Reception) *Damage Deposits required for rental of Assembly Hall only			
<b>EQUIPMENT RENTAL:</b>	<b>ITEM:</b> Screen Rental LCD Rental TV / DVD Rental	<b>FEE:</b> \$25/per event- plus tax \$100/per event - plus tax \$25/per event - plus tax		

# Floor Plans

First Floor:



Second Floor:



Room 202



Room 200/201

## Assembly Hall - Rental Policies

We at the Rosemount Parks and Recreation Department are prepared to make every effort to assure your event will be a success. To aid in this philosophy and to clearly communicate our policy, we ask that the contact person for your event read this contract and abide by it. If at any time you have any questions regarding this contract or are in need of other information please contact us immediately.

### RENTAL INCLUSIONS:

- Rental includes use of Assembly Hall, the lobby area, and the kitchen. Persons attending events must confine themselves to the rooms and corridors assigned to their use.
- Set up of tables and chairs and tear down. There is an additional \$200 fee to change the set-up configuration (i.e. from ceremony to reception).
- Building Attendant on site throughout the time of the rental
- WIFI available
- AV Equipment can be included for additional fees

### RENTAL EXCLUSIONS:

- Table coverings, dinnerware, glassware, serving items, etc.

### RENTAL PERIOD:

- The hours of use stated on the facility use permit **must** be adhered to, as the facility will be opened for the applicant and locked at the times stated on the permit. This includes all set-up time by contracted services such as a caterer and/or the renter.
- Occupancy of the facility after the ending time on the permit will result in partial or complete loss of damage deposit.

### DECORATIONS:

- No decorations, banners, or signs can be taped, pinned, or affixed to the walls, ceilings or windows. **No adhesive of any kind can be used inside or outside the building, this also includes all tables and chairs. The use of all confetti including types such as metallic, plastic and paper along with rice and birdseed is prohibited as a decoration inside or outside the facility and associated areas.**
- Candles used for decoration must be encased in glass and have all flame contained. **Helium balloons and the use of ladders are prohibited.** Failure to comply with these rules may result in partial or complete loss of damage deposit.
- All decorating must be completed and removed during the rental period.

### CLEANUP:

- If applicable, the renter should arrange for contracted items (linens, dishes, etc.) to be removed from the facility by the ending time stated on the permit, unless the renter has made other arrangements with the Parks and Recreation Department. The City of Rosemount is not responsible for any items that are left at the facility.

- There is no long-term storage available at the facility. All items and materials must leave the building immediately following the end of the rental period. The City of Rosemount is not responsible for items that are left at the facility.

### PROHIBITED ITEMS/ACTIVITIES:

- This is a smoke free facility. There is no smoking allowed anywhere in the building. Smoking is allowed 100 feet from the entrances to the facility.
- Facility furniture, including tables and chairs, is not allowed on the exterior of the facility.
- The use of pyrotechnics, open flames, smoke machines or other combustible materials within the facility is strictly forbidden.
- Access to the balcony is prohibited.
- Dancing is not allowed on the stage.

### CONDUCT:

- The renting organization, group or individual is responsible for the conduct of its guests, representatives, casts, students, volunteers and workers while in the facility.
- All organizations, groups or individuals using the facility to conduct any performance, public or private meeting, lecture, concert, class or other event shall conform to, comply with and abide by all laws of the United States and the State of Minnesota, the rules and regulations of all Federal and State Boards and Bureaus, the ordinances of Dakota County, the City of Rosemount and the regulations of the Fire Department, Health Department and Police Department.
- All public events must avoid offensive, vulgar, graphic or hateful language and/or behavior. Hate language, excessive profanity, or other patently offensive language or behavior will not be permitted at this facility. Please respect others.
- Youth and youth groups (participants 17 and younger) attending your event must be supervised/chaperoned at a ratio of one adult per ten (10) youth, or other ratio as staff deems necessary.

### LIABILITY/INSURANCE:

1. The City of Rosemount is not liable to the renter of the facilities for any loss, damage, injury, or illness. Neither the City of Rosemount nor its employees can be held responsible for any items that are left at the facility by the renter, caterer or contracted service.
2. The organization, group or individual using the facility will sign a waiver of liability as part of the Rental Agreement. Policies including, but not limited to, the facility Alcohol and/or Food Catering Policy may require the organization,

group or individual to provide a copy of their Certificate of Insurance as proof of liability coverage.

3. Renters take full responsibility for their group's conduct and for any loss, breakage, or damage to the rooms, equipment,

### FOOD/CATERING POLICIES:

1. If alcohol will be served at the event, refer to the Alcohol Policy in addition to the Food Catering Policy.
2. If food is served, the facility must be left in a clean condition following each event. All tables must be wiped down and refuse must be removed and placed in the trash bins.
3. The renter is to inform the food caterer that the serving of red and orange beverages such as punch is not allowed due to staining. Failure to comply will result in loss of damage deposit.
4. Food is only allowed in the facility if it is **entirely supplied by a caterer licensed by the state of Minnesota for a medium establishment license**. Proof of this license will be required prior to the date of the event. Renters cannot bring in their own food prepared at home.
5. The kitchen includes: gas range, oven, dishwasher, refrigerator, freezer, and ice machine. Only licensed caterers are able to use the range, oven, and dishwasher.
6. Caterers or renters are responsible for all items for the event such as table coverings, plates, silverware, glassware for tables and equipment such as coffee pots, water pitchers, etc. The City of Rosemount does not have any of these supplies available.
7. Deliveries of supplies for your event must be made between the hours stated on your facility use Permit. The hours of use stated on the facility use permit *must* be adhered to, as the facility will be opened for the applicant and locked at the times stated on the permit.
8. Supplies must be removed by the end of the rental period unless approved by, and arranged with the Parks and Recreation Department. The food caterer and liquor provider are responsible for taking their bags of trash to the bins located on the west side of the facility following the event.
9. This is a smoke-free facility. The caterer's employees must abide by this policy at all times.
10. The caterer shall comply with all laws and regulations related to the preparation and disposal of food, and shall procure at its own expense all permits and licenses required by law or regulation for the operation of catering services.
11. The caterer will furnish the City of Rosemount with a copy of the applicable permits or licenses prior to the date of the event.
12. The caterer agrees that they will at all times, have and keep in force at its expense, workers' compensation and employers' liability, automobile liability and professional liability insurance.
13. The caterer will furnish the City of Rosemount with a copy of its Certificate of Liability Insurance naming the City of Rosemount as additional insured.

or other property. The City reserves the right to assign supervisory staff or maintenance personnel at an additional cost to the renter, if deemed necessary by the particular function or activity.

14. The caterer shall be deemed to be an independent contractor and not an employee of the City of Rosemount.

### ALCOHOL/SECURITY/CONDUCT POLICIES:

Alcoholic beverages may be served at activities and events held at the facility according to the following guidelines:

1. The consumption of alcoholic beverages is allowed in the facility in designated areas according to the procedures and guidelines of the facility and any applicable laws. In accordance with the City Liquor Ordinance, the serving of intoxicating beverages is restricted to those individuals, companies, or organizations that are granted an 'On-Sale License on Public Premises' by the City of Rosemount. A list of authorized liquor providers who are granted the proper license to serve intoxicating beverages in the facility is available. Renters may choose from this list of liquor providers only. It is mandatory that the renters purchase the alcohol beverage from the liquor provider chosen and have the provider serve the beverage as well. **Private renters are not allowed to bring in and/or serve their own alcohol.**
2. If the renting organization/individual would like to serve alcohol, they are required to hire the services of an authorized liquor provider licensed by the City of Rosemount.
3. All renting organizations/individuals distributing and/or consuming alcohol in the facility must comply with and abide by all Federal, State and Municipal laws and ordinances.
4. The renting organization/individual shall be responsible for reimbursing the City for security provided.
  - a. *Events that serve alcohol are required to have security personnel present during a portion of the event to be decided on by the City of Rosemount. Parks and Recreation staff, in conjunction with the Rosemount Police Department, arrange security and the fee is itemized on the facility use permit received by the renter. **The average fee is \$241.50 for a 3.5 hour block of time.***
  - b. *Groups of under 50 people meeting for two hours or less are to be exempt from the security requirement.*
5. Alcohol must stay inside the facility. No alcohol is allowed outside. The renting organization/individual will be responsible for making sure its guests follow this policy. All containers used for consumption must also remain in the defined space.

## **Meeting Rooms - Rental Policies**

### **GENERAL INFORMATION**

The Steeple Center includes spaces for meetings/events of all sizes, with capacities ranging from seating for 6 to 80 with tables and chairs. Reservations are accepted and processed on a first come/first served basis with the completion of a signed permit and receipt of rental fees.

- Conference Room: 206 sq. ft., Maximum Capacity: 8
- Room #100: 1,227 sq. ft., Maximum Capacity with card tables and chairs: 80
- Room #200/201: 1,495 sq. ft., Maximum Capacity with tables and chairs: 80
- Room #202: 892 sq. ft., Maximum Capacity with tables and chairs: 48

### **RENTAL GUIDELINES**

- Serving meals/food is not allowed in the meeting rooms. However, box lunches or light snacks may be considered with prior approval of Rosemount Parks & Recreation staff at the time of reservation. If food is approved, it is only allowed within the confines of the reserved room and not in public lobby areas. Please dispose of remaining items in a waste/recycle container before leaving the room.
- If beverages (non-alcoholic only) are served, please dispose of remaining cups, etc. in a waste/recycle container before leaving the room. The serving of red or orange beverages and any alcoholic beverages is prohibited in all of the meeting rooms.
- No decorations, banners, or signs can be taped, pinned, or affixed to the walls, ceilings or windows. No adhesive of any kind can be used inside or outside the building, this also includes on all tables and chairs. The use of any type of confetti or glitter is prohibited as a decoration inside or outside the facility and associated areas.
- Please limit your use of the facility to the space reserved. Do not remove tables or chairs from any other rooms. All rooms are set up in a standard configuration, outlined below. It is the renter's responsibility to return the room used to the standard set up prior to exiting the facility.
  - Room 100: 15 square card tables with four chairs each
  - Room 200/201: Ten 8'x30" tables with eight chairs each
  - Room 202: Six 8'x30" tables set-up in a hollow rectangle with 22 chairs
- If your rental includes use of any art supplies (i.e. paint, clay, etc.), the renter must provide materials to cover and protect the table tops.
- The hours of use stated on the Facility Use Permit must be adhered to, including all set-up time, as the facility will be opened for the applicant and locked at the times stated on the permit. Occupancy of the facility after the ending time stated on the permit may result in additional rental fee, which will be assessed to the user.
- This is a smoke free facility. There is no smoking allowed anywhere in the building. Smoking is allowed 100 feet from the entrances to the facility.
- The City of Rosemount is not liable for any loss, damage, injury, or illness by the users of the facilities in The Steeple Center. Neither the City of Rosemount nor its employees can be held responsible for any items that are left in the facility.
- Users take full responsibility for their group's conduct and for any loss, breakage, or damage to the rooms, equipment or other property. The City reserves the right to assign supervisory staff or maintenance personnel at an additional cost to the user, if deemed necessary by the particular function or activity.

## Steeple Center Parking

**Steeple Center Parking Lot:** The Steeple Center parking lot is a shared lot with The Rosemount Senior Living facility and is accessible from Cameo Ave. Additional parking is located on the street along South Robert Trail, and the municipal lot across the street on South Robert Trail has 27 parking spaces.

