

The Rosemount Community Center

Rental Information



Rosemount Community Center

13885 South Robert Trail

Rosemount, MN 55068

651-322-6000

www.ci.rosemount.mn.us/communitycenter



Introduction

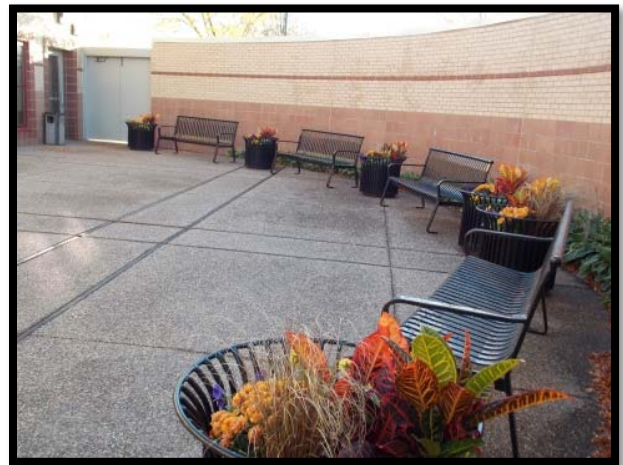
Thank you for your interest in The Rosemount Community Center as a general multipurpose assembly space. The Rosemount Community Center is a joint collaboration between the City of Rosemount and the Minnesota National Guard. Built in 1993-1994 on 13 acres, it encompasses 140,000 square feet. The City of Rosemount Parks and Recreation Department and many of its programs are housed at this site.

An Auditorium, a Banquet Hall, a Gymnasium, and several meeting/class rooms are available for rental to the public for events and programs. Whether you are planning a wedding reception, family celebration, seminar, conference, or business meeting, our staff will help ensure your event is a success. We provide first-class service at a competitive rate.

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 Permit and Rental Agreement with details of the event and submit the appropriate 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 at 651-322-6000.



Rental Procedures

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, damage deposit and security fee (if applicable) is received in our office. For your convenience we accept credit card payments.
3. The Cancellation Policy is 50% of the rental fee will be refunded for cancellations occurring two weeks (14 days) before the event date. There will be NO refund for cancellations occurring within two weeks (14 days) of the event date. (Damage deposits and Security Fees will be refunded in full if event is cancelled.)
4. The damage deposit 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.**
5. 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.
6. 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.



Facility Use Guidelines

1. Banquet Hall rental fee includes use of the Banquet Hall [60x80ft], dance floor [41x45ft], stage [11x22] and outdoor patio (April - October), caterer's kitchen, coat room, portable bar(s), a standard table and chair set-up based on the anticipated attendance not to exceed 300, tear-down, and cleanup. Linens, table skirts, china, glassware, flatware, coffee percolators and cookware are not provided.
2. Specific to Friday rentals, hours of occupancy may be as early as 8:00am and as late as 1:00am the following morning; specific to Saturdays, as early as 9:00am and as late as 1:00am. Specific to Sunday - Thursday rentals, hours of occupancy are dependent on specific activity (no later than midnight on Sundays).
3. A reservation is confirmed once a permit has been issued and all associated fees have been paid.
4. The holder of the permit cannot assign, transfer nor sublet to another party the use of the facility they reserved.
5. Smoking is prohibited in all areas of the building.
6. The consumption of alcoholic beverages is allowed in the Community Center in designated areas according to the procedures and guidelines of the Community Center and any applicable laws. Please refer to the Intoxicating Beverages section for more specific information.
7. A refundable damage deposit of \$300.00 will be assessed to the renter event and will be itemized on the facility use permit. The damage deposit will be returned to the renter after the event date pending there are no damages to the facilities or any infractions of the Permit or Rental Agreement.
8. The hours of use stated on the facility use permit for use 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 the caterer and/or the customer.
9. Occupancy of the facility after the ending time on the permit will result in partial or complete loss of Damage Deposit.
10. Youth groups (participants ages 18 and younger) must be chaperoned on a ratio of one adult per ten youth, or other ratio, as staff deem necessary. All youth attending your event must be supervised and confined in the rooms, which are specified in your signed Permit.
11. No decorations, banners, or signs can be taped, pinned, or affixed to the walls, ceilings, floors or windows unless the Rosemount Parks and Recreation Department have granted permission. The use of glitter and confetti including types such as metallic, plastic and paper is prohibited as a decoration in the banquet room and associated areas. No confetti cannons allowed. Staff must pre-approve candles used for decoration. The use of ladders is prohibited. Failure to comply with these rules may result in partial or complete loss of Damage Deposit.
12. Birdseed and rice are prohibited inside the facility this is inclusive of all vestibules and foyers.
13. Banquet Hall furniture including tables and chairs are not allowed on the outdoor patio; renter may bring in their own furniture as desired.



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 renter 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, 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.

FOOD/CATERING:

1. ALL FOOD SERVED IN THE BANQUET HALL AT THE ROSEMOUNT COMMUNITY CENTER MUST BE COMMERCIALY PREPARED BY A CATERER LICENSED BY THE STATE OF MINNESOTA FOR A MEDIUM ESTABLISHMENT LICENSE. No food can be brought from home. No potlucks. Please refer to the current Catering List found on the City of Rosemount website. These are caterers that hold the proper license, have been approved by the Minnesota Department of Health, have completed an orientation of the Banquet Hall kitchen and have served a successful event. The City of Rosemount has the right to exclude caterers or liquor providers if appropriate policies and procedures are not followed. It is mandatory that the caterer contact the building staff before they exit the Rosemount Community Center.
2. 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.
3. Inform the food caterer that the serving of red and orange punch is not allowed due to the staining factor. A lemon/lime or lemonade punch is preferred.
4. Specific to food caterer and liquor provider, all tables should be cleared after the event and trash consolidated into the proper receptacles. The food caterer and liquor provider are responsible for taking their bags of trash to the dumpster located outside the caterer's entrance to the kitchen.
5. Deliveries of supplies for your event must be made between the hours stated on your facility use Permit. The facility is not open during normal business hours to accommodate deliveries. 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.
6. If necessary, the renter should inform Rental Coordinator if contracted items (linens, dishes, etc.) would be dropped off or removed from the facility when renter is not present at Community Center. No items may be left in Banquet Hall after event date. The Rosemount Parks and Recreation Department is not responsible for any items that are left at the facility.
7. This is a smoke-free facility. The caterer's employees must abide by this policy at all times.

ALCOHOL AND SECURITY:

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 current list of authorized liquor providers who are granted the proper license to serve intoxicating beverages in the facility is available on the city's webpage. The 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 renter 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 renters distributing and/or consuming alcohol in the facility must comply with and abide by all Federal, State and Municipal laws and ordinances.
4. The renter shall be responsible for reimbursing the City for security provided.

5. Events where alcohol is served 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 \$301 for a 3.5 hour block of time and is subject to change.**
6. Alcohol must stay inside the facility. No alcohol is allowed outside. The renter will be responsible for making sure its guests follow this policy. All containers used for consumption must also remain in the defined space.

TOBACCO:

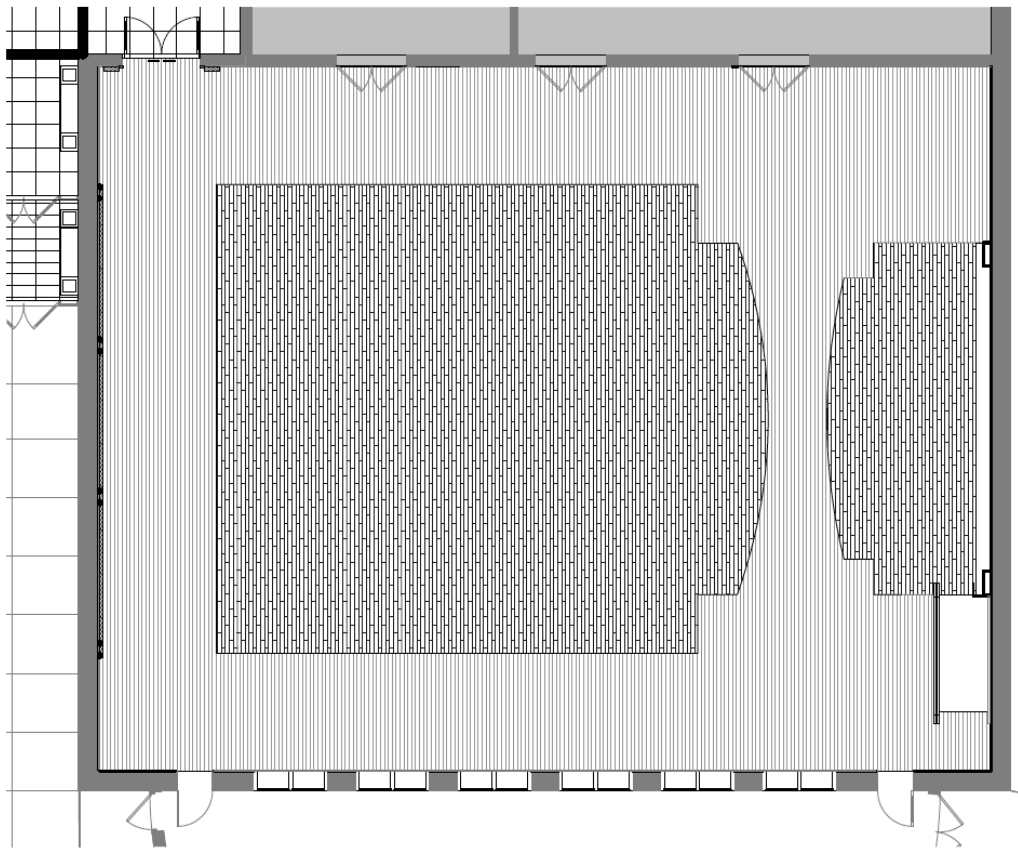
1. The Rosemount Community Center is a smoke free facility. Smoking is prohibited in all interior areas of the building. Smoking is allowed 100 feet from the entrances to the facility.

CONDUCT:

1. Persons attending events must confine themselves to the rooms and corridors assigned to their use.
2. The renter is responsible for the conduct of its guests, representatives, casts, students, volunteers and workers while in the facility.

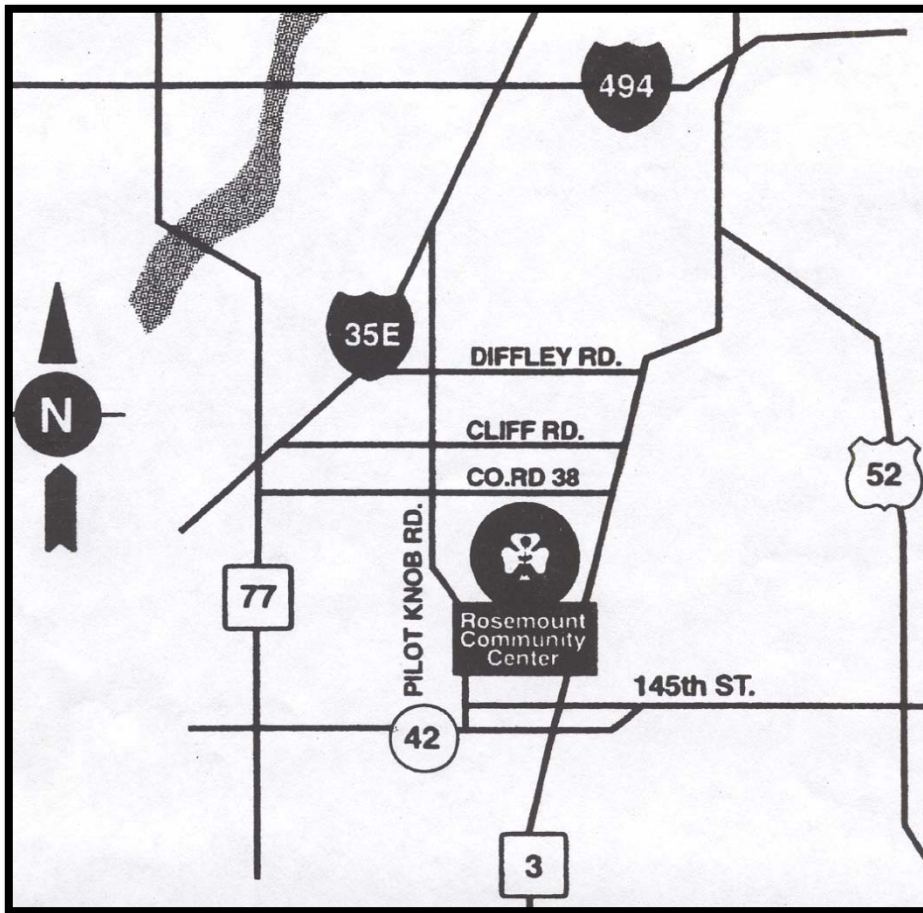
Facility Floor Plan

The Banquet Hall is 80' x 60' and contains a large wood dance floor, built-in stage, and a large catering kitchen as well as a private patio area. The seating capacity is 300. The room will be set up according to your specifications with 5' round and 8' x 30" banquet tables and chairs.



Map to Facility

Rosemount National Guard Armory and Community Center
13885 South Robert Trail
Rosemount MN 55068
651-322-6000



The Rosemount Community Center is located in the City of Rosemount on Hwy 3/South Robert Trail, approximately one mile north of the intersection of Hwy 3 and County Road 42, just north of the Rosemount High School or east of the Rosemount Sports Dome. The sign in the parking lot will say "Rosemount National Guard Training and Community Center." The entrance to the Community Center is located on the SOUTH side of the building.

From the metro area take 35E south, exit on Pilot Knob Road and go south (right) about 4.5 miles to the stop light at County Road 38 (also known as McAndrews Road). Turn left (east) onto County Road 38 and follow it to Hwy 3/South Robert Trail. You will come to a stop light at a T-intersection. This is Hwy 3/South Robert Trail. Turn right and go about 2 miles. The Community Center will be on the right side of the road.

From ST PAUL, take 94 to 52 south to County Road 42 (Co Rd 42 is the first Rosemount exit). Go right (west) on County Road 42 to the stoplight at Hwy 3/South Robert Trail. Go right (north) about one mile. The Community Center is just north of Rosemount High School on the left.

From 35W south to County Road 42 east or left, go about 8 miles to Hwy 3, then turn left (north). The Community Center will be located approximately one mile north on Hwy 3 on your left side, just north of Rosemount High School.

From 35E exit on MN-77/Cedar Ave. South. Take the County Road 38 East exit (Zoo exit - also known as McAndrews Road) and go 5.5 miles east on CR-38. You will come to a stop light at a T-intersection. This is Hwy 3/South Robert Trail. Turn right and go about 2 miles. The Community Center will be on the right side of the road.

From 494, merge onto MN-77/Cedar Ave. South and go about 7 miles. Take the County Road 38 East exit (Zoo exit - also known as McAndrews Road) and go 5.5 miles east on CR-38. You will come to a stop light at a T-intersection. This is Hwy 3/South Robert Trail. Turn right (south) and go about 2 miles. The Community Center will be on the right side of the road.