

## The Rec Center and ROC rights and responsibilities

Thank you for your interest in holding your event in one of our facilities! To make your event a success, we ask that you and your guests follow these policies.

### Making reservations

1. Call 952.924.2540 for facility availability.
2. Reservations will not be accepted over the phone. Please complete the rental application.
3. Mail, fax or drop off your application form. See payment options for details.

### General information

- The individual/group named in the agreement is responsible for the use of the facility and will accept responsibility for all damage to the property: Applicants must be 18 years of age or older.
- The application must include set up time and clean up time. Groups will not be able to enter the facility prior to the rental time listed on the application. If a group ends its event prior to the end time of the reservation, no refund will be issued.
- Smoking is prohibited on all city property.

### Facility use

- The use of facilities will be limited to the times and spaces requested on the application. All activities must end with enough time to completely vacate the facilities by the approved time on the agreement and the closure of the facility (ROC -11 p.m., Banquet Room - midnight, Gallery – 10 p.m.).
- City and state fire and safety regulations must be followed at all times. Renters must comply with the following room maximum occupancies: ROC – 1,400 people, Banquet Room – 200 people, and Gallery Room – 50 people.
- The city will not be responsible for loss of personal property when operations and recreation facilities are being used for a permitted activity. All groups must leave the facility and the caterer's kitchen in the condition in which they were found. If damage occurs, it will be documented with photos, and any repair bills will be deducted from the damage deposit.

### Setup and decorations

- Tables and chairs are available for use in the Banquet and Gallery Rooms. A limited number of tables and chairs are available at the ROC, for smaller events; Contact an event rental agency for additional tables and chairs.
- Decorations can't scratch, deface or harm walls, ceilings or floors; this includes use of heavy-duty tape, staples and nails.
- No confetti, piñatas, uncooked rice, birdseed or fogging machines are allowed in any facility.
- No equipment or supplies may be left overnight.
- Equipment may not be moved from one area to another unless specifically mentioned on the application and under the direct supervision of a city employee. Extra or unusual services must be identified in the application and may not be requested on the day of the event.
- No open flames are allowed at the ROC.

### Food and beverage

- Alcohol is allowed in the Banquet Room and the ROC.
- At the ROC, the renter may hire any caterer that has a license to serve alcohol.
- Renters or other vendors may not bring alcohol into or on any property of the The Rec Center.
- Any food vendor may be used as long as they meet all Hennepin County food safety requirements.
- Anything that does not fit in the trash receptacles provided on the premises must be removed by the renter.

### Payment options

- The applications may be returned via mail, fax (952.925.5663) or in person. Applications will not be processed without the rental fee.
- Make checks payable to the City of St. Louis Park.  
The Rec Center  
3700 Monterey Drive  
St. Louis Park, MN 55416-4902

### Cancellation and refund policy

- Cancellation requests must be received in writing from the rental applicant.
- Cancellation requests received 60 days or more prior to the date of the event will receive a 50 percent refund.
- No refunds will be issued for cancellation requests received less than 60 days prior to the date of the event.