

City hall 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 952.924.2500 for city hall availability.
2. Complete the rental request form online at www.stlouisparkmn.gov/facility-rentals. Reservations will not be accepted over the phone. Mail or drop off the form at City Hall. See payment options for details.
3. Submitting a request form does not guarantee reservation. City staff will contact you to review, collect fees and approve reservation request.

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.
- City hall facilities are available for external groups Monday – Thursday, 5 – 9:30 p.m. No daytime, weekend or city holiday reservations are available.
- Council Chambers is available only for events that are informative, relevant and open to all St. Louis Park residents. The Council Chambers audiovisual/broadcasting system isn't available for use by non-city staff.
- Audiovisual access in the Community Room is at no charge, with no audiovisual help provided. Renters can plug into display using HDMI cable and must provide their own computer equipment.
- Smoking is prohibited on all city property.

Facility use

- Use of city hall will be limited to the times and rooms listed on the request form. All activities must end with enough time to completely vacate the facility no later than 9:30 p.m.
- City and state fire and safety regulations must always be followed. Renters must comply with the following room maximum occupancies: Council Chambers – 85 people; Community Room – 40 people
- The city will not be responsible for loss of personal property when using the facility.
- All groups must leave the facility in the condition in which it was found. If damage occurs, it will be documented with photos, and any repair bills will be sent to the group.

Set up

- Tables and chairs are available. Set up must be requested in advance.
- Walls, ceilings and/or floors shouldn't be scratched, defaced or harmed.
- Confetti, pinatas, uncooked rice, birdseed and glitter aren't allowed.
- Equipment or supplies may not be stored prior to or after the event.

Food and beverage

- A \$25 nonrefundable cleanup fee will be charged for food served in the Council Chambers. No supplies will be provided for food service. Renters may not bring alcohol into or on any property of city hall.
- Anything that doesn't fit in garbage, recycling or organics bins provided must be removed by the renter.

Payment/cancellation

- Payment information will be provided when your request is confirmed.
- 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% refund.
- No refunds will be issued for cancellation requests received less than 60 days prior to the event.