



FEES, RENTAL RATES & PAYMENTS

In keeping with the mission of the City of Sartell and in order to not be exclusionary to any of the local user groups, facility rentals are priced using a two-tier system defined by two rental categories: Residents and Non-Residents. All fees are subject to tax.

Residents: Sartell Youth Associations, Sartell-St. Stephen School District sanctioned activities, Businesses located in the City of Sartell, Residents of City Sartell and Sartell-St. Stephen School District and non-profit organizations*.

Non-Residents: Businesses located outside the City of Sartell and Non-Resident Private Parties

**All non-profit organizations must provide proof of current non-profit status including a recent copy of the IRS Form 990 and/or Tax-Exempt Certificate. Sales tax will be charged unless noted in nonprofit status.*

Gyms per Gym/Hour

Resident/Non-profit*	\$27.50
Non-Resident	\$32.50

St. Cloud Orthopedic KidZone

Resident/Non-profit*	\$25.00
Non-Resident	\$30.00

Liberty Bank Suite 1

Resident/Non-profit*	\$20.00
Non-Resident	\$25.00

Commercial Kitchen

Resident & Non-Resident	\$25.00
-------------------------	---------

Liberty Bank Suite 2

Resident/Non-profit*	\$25.00
Non-Resident	\$30.00

Bank Vista Outdoor Stage & Court Yard

Resident	\$400/day
Non-Resident	\$500/day

Liberty Bank Suites 1 & 2 combined

Resident/Non-profit*	\$40.00
Non-Resident	\$50.00

*Residents of the City of Sartell, the Sartell-St. Stephen School District and non-profit organizations

Senior Room

Resident/Non-profit*	\$40.00
Non-Resident	\$50.00

Party/Conference Room

Resident/Non-profit*	\$15.00
Non-Resident	\$20.00

American Heritage Maker Space

Resident/Non-profit*	\$20.00
Non-Resident	\$25.00

DAMAGE DEPOSIT FEE

SCC may require a refundable Damage/Security Deposit 30 days prior to the event. A User is responsible for all expenses incurred to repair damages resulting from the actions of the User, the User's guests or Contractor hired by the User. The payment of Damage/Security Deposit in no way indemnifies the User from liability from damages exceeding the amount paid in Damage/Security Deposit. Your sales expert will charge the refundable Damage/Security deposit to the users credit card 30 days prior to the event and once the event is over your sales expert will assess the space utilized by the user and if there are no damages incurred the Damage/Security deposit will be refunded within 7-10 days of the conclusion of the event.

Events Requiring Damage Deposit

- Events with up to 50 guests \$0-\$100
- Events with 51-100 guests-\$100-\$250
- Events with 101- 200 guests-\$250-\$500
- Events with more than 200 guests- \$500-\$1000

Users will be responsible for any damages to property that are the result of the User, the User's guests and/or outside vendors hired by the User during the event. The cost to repair these damages and any loss in revenue because of the damage will be billed to the user's account.

All payments, deposits, rental fees, and other charges must be paid according to the terms in the User Agreement. A deposit equal to one half of the room rental along with a signed User Agreement is required in order to hold space for an event. A credit card must be on file for all events with authorization to charge the card for any unsettled fees incurred by User's event. The balance of room rental is due 60 days prior to the event and charges for other services provided by SCC as indicated on the User Agreement is due 14 days prior to the event. In the event that non-room rental services provided by SCC cannot be determined by the time payment is due, it may be necessary to collect estimated charges prior to the event, as indicated on the User Agreement. Failure to meet payment terms may result in the cancellation of the User's event and/or forfeiture of any deposits.

HOSPITALITY FEE

A Hospitality Fee will be assessed to those groups who choose to bring food into the Center.

- 1-15 people \$15
- 16-30 people \$37.50
- 31-45 people \$67.50
- 46-60 people \$90
- 61-75 people \$112.50
- Over 75 will be assessed based on number of attendees

ADDITIONAL STAFF FEE

For Large events, parties, and tournaments, event staff may be assigned. There is a \$25/hour charge for each staff assigned. Up to 100 people may have up to 2 staff assigned, over 100 may have up to 4 staff. Security staff may be assigned when an event has alcohol at a rate of \$75/hour

SPECIAL EVENTS & TOURNAMENTS

Tournaments chairs, score clocks, and tables are available for smaller events. A 2-hour set up and 2 hours take down time may be attached to your rental.

For large events or parties held in the gymnasiums, the user must rent tables, chairs, pipe and drape, stage etc. from an event rental provider. The SCC will not have tables or chairs available to use in the gym area.

CANCELLATIONS

Notification of intent to cancel User's event must be received by e-mail originating from the main contact's email address, US mail or Federal Express. SCC's refund policy on deposit as follows:

180 days prior to the event	Full refund
120 days prior to the event	75% refund
60 days prior to the event	50% refund
0 to 59 days to an event	No refund*

Events canceled due to severe weather predictions will have the opportunity to reschedule subject to availability and all deposits will transfer to the new date. If alternative dates are not available or the function cannot be rescheduled, SCC will refund the full deposit to the User.