



# Community Center Policy

## ADDRESS AND CONTACT INFORMATION

### Sartell Community Center (SCC)

850 19th Street South  
Sartell, MN 56377  
320-258-7331  
www.sartellmn.com

<b>Kristine O'Brien,</b> Community Education Director	<a href="mailto:kristine.obrien@isd748.org">kristine.obrien@isd748.org</a>	x7333
<b>Ann Doyscher-Domres</b> SCC Facilities and Seniors Programs	<a href="mailto:ann.doyscher-domres@isd748.org">ann.doyscher-domres@isd748.org</a>	x7324
<b>Kristina Leppanen</b> District Facilities and Youth Coordinator Programs	<a href="mailto:kristina.leppanen@isd748.org">kristina.leppanen@isd748.org</a>	x7334

### Residency Definitions

To qualify for resident rates for facility rental and daily usage fees, patrons must live in Sartell City limits or the Sartell-St. Stephen School District.

### Age Requirements

The following are age brackets that age brackets for the basis of admission fees: **youth** - children ages 5-17, **adults** - persons ages 18-54, seniors - persons 55 years of age or older. Students 5<sup>th</sup> grade and younger must be accompanied by a paying adult.

### Check-In

All facility users and patrons must check-in at the front desk. This is to assist our staff in providing you with accurate information and for the safety of the people using the building.





# Community Center Policy

## SCC DAILY FEES, WALKING TRACK PASSES, PUNCH CARDS AND SARTELL SENIOR CONNECTION MEMBERSHIPS

<b>Residents</b>	<b>Youth</b>	<b>Seniors</b>	<b>Adult</b>
Open Gym, Pickle Ball or Walking Track	\$4/pass	\$4/pass	\$5/pass
Punch Card - 10 admissions	\$35	\$35	\$35
Punch Card - 20 admissions	\$70	\$70	\$70
Sartell Senior Connection Membership-single		\$20	
Sartell Senior Connection Membership-couple		\$35	

St. Cloud Orthopedic Kids Zone **FREE**  
 \*Socks are required

Walking Track	12-month single	\$65 + tax
	12-month couple	\$120 + tax
	6-month single	\$40 + tax
	6-month couple	\$70 + tax

<b>Non-Residents</b>	<b>Youth</b>	<b>Seniors</b>	<b>Adult</b>
Open Gym, Pickle Ball or Walking Track	\$5/time	\$5/time	\$6/time
Punch Card - 10 admissions	\$45	\$45	\$55
Punch Card - 20 admissions	\$90	\$90	\$110
Sartell Senior Connection Membership-single		\$25	
Sartell Senior Connection Membership-couple		\$45	

St. Cloud Orthopedic Kids Zone \$3/child or \$5/family  
 \*Socks are required

Walking Track	12-month single	\$75 + tax
	12-month couple	\$140 + tax
	6-month single	\$50 + tax
	6-month couple	\$90 + tax





# Community Center Policy

## HOURS OF OPERATION

### September - May

Monday-Saturday

Sunday

7:00 am - 9:00 pm

9:00 am - 9:00 pm

### June-August

Monday-Thursday

Friday and Saturday

Sundays

7:00 am -7:00 pm

7:00 am -4:00 pm

**CLOSED**

### Closed

Thanksgiving

Christmas Eve

Christmas Day

New Year's Eve

New Years Day

Easter

Memorial Day

Independence Day

Labor Day

**\*\*\*Hours may be modified during holiday weekends.**

## Open Gym Availability and Kid Zone Closure

Open gym availability information and Kid Zone Closures are located on the Sartell Community Center Webpage. <https://sartellmn.com/around-sartell/community-center/>





# Community Center Policy

## SCC RENTAL POLICIES AND PROCEDURES

Services and equipment included in SCC room rental fees include air conditioning or heat during meeting/event hours, once-daily cleaning of corridors & function rooms, maintenance of restrooms and public trash cans, a predetermined room set-up that includes all tables and chairs (limited to SCC's inventory), high-speed wireless internet, access to SCC's sound system to provide audio services for owned or rented microphone or other audio equipment, labor to perform the services described above and an on-site representative during user's event, available to ensure all contracted services are carried out.

**All rentals are a minimum of 2 hours.**

### Alterations

Space in the Community Center is provided to the User "as is". Only those changes, alterations and decorations previously approved by SCC Management are permitted. Restoration to original condition will be made at the User's expense.

### Audio / Visual

Meetings are equipped with state-of-the-art sound and video systems. Users are encouraged to bring their own computer and cables for presentations. SCC has some equipment available at the front desk. It is highly encouraged to test your equipment out a few days before your event.

### Banners and Signage

For the safety and convenience of all guests, permanent signage (e.g., directional graphics and signs illustrating the path to emergency exits, restrooms, concessions, event space, and the location of the gym and multipurpose space) is found throughout the facility. This signage may not be visibly blocked at any time. To maintain a consistent appearance for all SCC events, decorations, banners and signage may not be attached to the facility without prior approval. With prior approval, these items may only be attached/affixed in locations and by methods that have also been approved by the SCC Management. Nails, staples, tacks, and screws of any kind will not be permitted to hang signs or banners. All materials shall be flameproof. Additional restrictions may apply to outdoor displays.

All requests to hang signs and banners must be submitted in writing for approval to your Event Manager twenty-one (21) days prior to move-in. Approved signs and banners must be installed by SCC staff. Banners to be displayed must be delivered to your SCC Management no later than 72 hours prior to event move-in. Minimum labor costs will apply to the hanging and removing all signs and banners.





# Community Center Policy

## Changeovers

Meeting Rooms come with one complimentary set-up per day. Additional set-ups or changeovers within the same day are billed at prevailing labor rates.

## Cleaning / Housekeeping

- User is responsible for the timely removal of all crates and pallets by the end of the contract period.
- User is responsible for returning any function or meeting space to a “broom clean” condition at the conclusion of their event.
- During move-in and move-out, the User is responsible for the removal of trash in the function and Meeting Rooms with the exception of public receptacles. Bulk trash is to be removed by User as well, with additional fees applied to the invoice if bulk trash is not properly disposed of. Bulk trash is defined as boxes, crates, lumber, pallets, packing materials, and other items not easily removed by a standard push broom or vacuum.
- All tape and residue must be removed from the floor during move-out. All static cling decorations must be removed from the windows. A housekeeping fee will be applied if halls are not left “broom clean” at the conclusion of your event.

## Confetti / Glitter / Rice / Flower Petals

The use, display or distribution of confetti, glitter, rice or flower petals is prohibited within the SCC as well as on the grounds. User will be billed a labor fee for cleanup resulting from non-adherence to this policy.

## Dance Floor

The SCC reserves the right to limit the size and placement of the dance floor. The User must rent the dance floor from an event rental service provider.

## Deliveries and Shipping

The SCC will accept and store advance deliveries of freight for events within 24 hours of the event so long as the total weight does not exceed 100 lbs. and no single package exceeds 50lbs. All other advance deliveries requested by User must be scheduled and approved and may be subject to additional charges for labor and storage.





# Community Center Policy

## Event Staff

Additional Event Staff may be assigned to ensure the cleanliness, safety, and operation of the building for your event. Event staff are an additional \$25/hour per staff.

## Equipment Rental

Tables and chairs located in rooms are for those spaces only and cannot be used in the gymnasium. Any groups using the gymnasiums for their parties and events, must rent all tables, chairs, dance floors, convention items from an event rental service provider.

## Facility Capacity

Occupancy will not be permitted inside the facility which is in excess of the established capacity. This also applies to the specific maximum capacities within different spaces throughout the facility. Maximum occupancy plaques can be found near the entrance door in each space. Those numbers can also be found in the facility information in the **Our Spaces** section below. **\*\*\*Capacity refers to chairs only set up. If tables and chairs are needed, the capacity will be less.**

## Floor Plans / Exhibit Layouts

Events and exhibit layout plan not produced by SCC must be submitted to SCC Staff for review and approval no later than twenty-one (21) days prior to the event. Floor plans must provide adequate aisle space and must not prevent access to fire exits, fire extinguisher cabinets, or fire alarm pull stations. Displays shall not obstruct the passageway to the main entrance.

## Food and Beverage Policy

All food, beverages, concessions, novelty, and other merchandise sales are operated and/or controlled by the SCC exclusively. Any dispensing and/or sale of food or beverage in the SCC are prohibited except by licensed caterers acting with the expressed permission of the SCC. This includes free samples, promotional giveaways, hospitality rooms, etc.

For events held at the SCC a lessee may obtain Food and Beverage in four ways:

- 1) Through vending machines located inside the SCC. (Closed during concession operation).
- 2) Through the concession stand located inside the SCC (when in operation).
- 3) Approved Food and Beverage Caterers.
- 4) Delivered or picked up pre-packaged meals such as coffee, muffins, pizza, and sandwiches.
- 5) Potlucks are allowed for groups of 50 or fewer, but there is no kitchen access.





# Community Center Policy

## Alcohol Policy

The User and Caterer acknowledge and understand that the distribution and consumption of all alcoholic beverages must be in accordance with laws, statutes, and regulations of the State of Minnesota and the City of Sartell. Persons under the age of 21 may not consume alcohol regardless of the type of event. Events where alcoholic beverages are served, must utilize the SS approved liquor caterer holding a valid off-site Liquor Catering License. The use of self-service bars, kegs, alcoholic punch bowls, and other unattended alcohol is strictly prohibited. All laws governing the use of alcohol in the state of Minnesota must be adhered to as a condition of use. Pricing for this service can be found on the in-house catering menu located on the SCC website. **Security personnel may be added at \$75/hour.**

## Food and Coffee Service

Users may have food or coffee for their events and can choose from the following options:

### Catered/Food Truck Event

Users must choose from our Approved Caterer/Food Truck List for their event. We have approved caterers available with a wide variety of food choices to fit your party needs. **A Hospitality Fee will be added to your room rental.**

### Delivery or Pick-Up

A food vendor with a Food and Beverage License that provide ordered pre- made coffee, muffins, sandwiches, pizza, or box lunches. **A Hospitality Fee will be added to your room rental.**

### Potlucks

Potlucks are allowed for private parties of 50 or less. There will be no kitchen facilities available. **A Hospitality Fee will be added to your room rental.**

## Hospitality Fee

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

- 1-25 people \$15
- 26-50 people \$30
- 51-75 people \$50
- 76-100 people \$125
- Over 100 will be assessed based on number of attendees





# Community Center Policy

## Insurance

A certificate of insurance may be required of businesses or organizations for any events over 100 users 30 days prior to the start of the event. The certificate must include:

- Sartell Community Center and the City of Sartell be named additional insured
- Liability limits of \$1,000,000/2,000,000 per incident/aggregate minimum coverage.

## Lost and Found

All lost and found articles should be turned in to the SCC's Administrative Office. During times when the office is closed, found articles should be turned into a building attendant. Every effort will be made to identify the owner and return all lost articles. At the SCC's discretion, lost and found articles whose ownership cannot be determined are logged and stored for a 30-day period. SCC Management will dispose of articles left beyond 30 days.

## Parking

Parking is available in the parking lot located in front of the SCC. These spaces are shared with the other tenants in the Sartell Community Center and are available on a first-come basis. Additional parking may be available in one of the nearby city streets.

## Pets

No animals or pets are permitted in the facility except as approved by SCC Management. Service dogs are exempt and will be allowed. Emotional support animals are not allowed. Pets that are approved to be within the facility must be on a leash, within a pen, or under similar control always. The owner will be fully responsible for his or her pet at all times.

## Removal of User Property

User shall remove all property, goods, installations, and effects belonging to the User or brought by User to the facility. If such property is not removed prior to the end of the contracted period, the SCC may remove and store it or cause it to be stored. User shall reimburse all expenses incurred. The SCC shall not be responsible for the safekeeping of said materials.







# Community Center Policy

## Residual Matters

All matters, rules, regulations or deviations therefrom, not expressly provided for herein, shall be decided upon by SCC Management.

## Security Staff

SCC evaluates each event for potential security risk. Events with large numbers of people and those events where alcohol is being served may require security added at the User's expense or \$75/hour as a condition of the SCC rental agreement.

## Smoking Policy (Including E-Cigarettes)

In compliance with Minnesota State Laws smoking is strictly prohibited indoors at SCC. Under the Minnesota Clean Indoor Act, e-cigarette use is subject to the same prohibitions and restrictions as smoking in facilities owned or operated by the State of Minnesota, as well as Minnesota cities, counties and townships. In other words, all forms of smoking are strictly prohibited within the SCC facility and property. See Resolution 108-2016 .

## Sub-Contractors

Users are responsible for the safety, conduct, and performance of Sub-Contractors. User is responsible for any damage caused by a Contractor and/or Sub-Contractor User has engaged to perform a service or provide goods during their event.





# Community Center Policy

## SCC SPACES

Our rooms, outdoor spaces and gymnasium can be rented on an hourly basis. Rates are on a 2-tier system. See the [SCC Rental Rates and Fees](#) section of this book. If food, alcohol, coffee service or a potluck is part of your plan, an additional service fee will be added to your base rate. An additional fee of \$75 will be added to the users permit in this scenario. A complete list of approved caterers, coffee service businesses, and alcohol vendors are available on our webpage.

**\*\*\*Capacity refers to chairs only set up. If tables and chairs are needed, the capacity will be less.**

### American Heritage Bank Maker Space

Capacity: 23

The Maker Space is located on the south side of the building overlooking Lake Francis. This space is great for arts and crafts and can be rented for classes and events.

#### Amenities Include

- Work tables
- Counter space
- One faucet and sink

### Conference Room

Capacity: 10

This room has space for up to 10 people to hold a small meeting. There is a TV with access to the internet and HDMI capabilities.

#### Amenities Include:

- Table and 10 chairs
- Limited counter space and cabinetry
- Faucet with a small sink and television that can display powerpoint or online documents.

**\*\*\*Capacity refers to chairs only set up. If tables and chairs are needed, the capacity will be less.**





# Community Center Policy

## Granite Logistics Resource Center

Total Occupancy: 110

**Not Available to Rent**

The Resource Center is a space primarily used for community gathering. A beautiful and free community library space, convenient pick up of Great River Regional library materials you have reserved through their website and free Wi-Fi access are all available within the Granite Logistics Resource Center.

### Amenities include:

- Stone fireplace
- Book delivery through Great River Regional Library
- Gathering space including tables and chairs
- Children's hand-crafted tree sculpture

## Gymnasiums

Capacity: 244

Our gyms feature 3 full-size courts with 6 basketball hoops. Each gym can accommodate 2 volleyball or pickleball nets and one full-size basketball game.

### Amenities Include:

- 3 full court basketball gyms (Courts 1, 2, 3)
- Scoreboards
- Gym equipment available for use (sport balls, pickleball paddles & balls)
- Locker rooms and bathrooms

## Liberty Bank Suites (Rooms 1 & 2)

**Total Capacity: 201**

Capacity for Liberty 1: 89

Capacity for Liberty 2: 112

The Liberty Suite is a multipurpose space. The space is fully rated for food and beverage and could be used for just about any event, from birthday parties to continuing education seminars. There is a dividing wall that can split the room in two if you wish to have a smaller or more intimate setting for your event.





# Community Center Policy

## **Amenities Include:**

- Two projector screens (one in Liberty 1, one in Liberty 2)
- Television (Room 2)
- State of the art sound system with HDMI capabilities
- Tables (circular or rectangular options) and chairs (set up according to renter specs)
- Podium

## **St. Cloud Orthopedic Kid Zone**

Capacity: 33

The Kid Zone will be open to the public daily and during regular community center hours. Children ages 4 to 10 are allowed with adult supervision. Kid Zone is free to families living in the City of Sartell or within the Sartell-St Stephen School District. Families who reside outside of the city or school district will pay \$3.00/child or \$5.00/family. Socks are required in order to play on the equipment and are available at the front desk for \$1.00. A party room is attached to the Kid Zone; both spaces are available for rental use during these types of special parties and events.

## **Sartell Senior Center**

Capacity: 130

The Senior Center is primarily used for Sartell Senior Connection programming. Depending upon availability in the building and under certain circumstances, space may be used for outside rentals. Sartell Senior Connection hosts a wide variety of activities, and a list of activities can be found in the Sartell Senior Center. Their activities are free and open to all ages unless otherwise noted.

## **Amenities Include:**

- Projector screen
- Television
- Sink
- Gathering space including tables, chairs, and lounge furniture.
- Podium

## **Walking Track**

Capacity: 30    **Not Available to Rent**

A great indoor walking track with lots of windows available for a reasonable fee, or free use of the outdoor trail around Lake Francis. Includes a stretching balcony

**\*\*\*Capacity refers to chairs only set up. If tables and chairs are needed, the capacity will be less. .**





# Community Center Policy

## NEW!! Lake Francis Stage and Court Yard Outdoor Event Space

Capacity: N/A

A great outdoor space, including a covered stage area overlooking Lake Francis, a large green space area for seating, patio, outdoor furniture, and benches.

## SCC RENTAL RATES AND FEES

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 the 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.

### Rental Categories

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: (Groups I and II). All fees are subject to tax.

**Group I** 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\*.

**Group II** 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.*





# Community Center Policy

## SCC CHARITABLE AND FUNDRAISING EVENTS

**Charitable event** means an event in which the sole purpose of the activity is fundraising, donation of goods or provision of free services to the community by or for a specific not-for-profit organization. Charitable events shall not include street fairs, block parties, or athletic tournaments or events.

### Indoor Events

- First 2 hours of space free of charge. Any additional hours would be charged at the resident/non-profit rate.
- Additional fees will be charged for extra staffing or equipment

### Outdoor Events

- **Resident Rate:** \$150 for 4 hours (\$38/hour for each additional hour)
- **Non-Resident Rate:** \$200 for 4 hours (\$50/hour for each additional hour)
- Additional fees will be charged for staffing, use of PA, satellites, tables or hauling of equipment
- All groups must also obtain and pay the Special Event Permit fee from the City





# Community Center Policy

## SCC ROOM RATES AND SERVICE FEES

Room	Group I	Group II
Gymnasiums Gym 1,2, and 3 price per court	\$27.50/hour/court	\$32.50/hour/court
Liberty Bank Suites (1 and 2)	\$40.00/hour	\$50.00/hour
Liberty Bank Suite 1	\$20.00/hour	\$25.00/hour
Liberty Bank Suite 2	\$25.00/hour	\$30.00/hour
Maker Space	\$20.00/hour	\$25.00/hour
Conference Room	\$15.00/hour	\$20.00/hour
St. Cloud Orthopedic Kid Zone	\$25.00/hour + tax	\$30.00/hour + tax
Senior Room	\$40.00/hour	\$50.00/hour
Outdoor Event Space	\$175 for 4 hours \$44/hour for additional hours	\$225 for 4 hours \$57/hour additional hours

\*\* Tournaments chairs, score clocks, referee stands, and tables are available. 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.





# Community Center Policy

## Special Events and Tournament Fees

Special Events and Tournaments will be of \$50 prior and \$50 after the event will be assessed for additional setup and teardown.

## Hospitality Fee

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

- 1-25 people \$15
- 26-50 people \$30
- 51-75 people \$50
- 76-100 people \$125
- Over 100 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

## 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 yours 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







# Community Center Policy

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.

## Cancellations

Notification of intent to cancel the 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.

