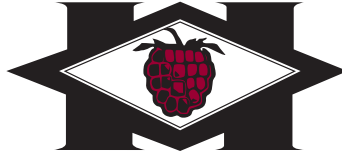


# Hopkins Activity Center Facility Use Guidelines



City of Hopkins

33 14th Ave N • Hopkins, MN 55343 • 952.939.1333 • 952.939.1342 (fax)  
[www.hopkinsmn.com/activitycenter](http://www.hopkinsmn.com/activitycenter)

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**It is our goal to make your event a success. That can be achieved by reading and understanding the information in these guidelines and sharing them with your group. If you need clarification on anything in these guidelines, please contact our office before you arrive for your event.**

The Hopkins Activity Center is owned and operated by the City of Hopkins.

## Hold Harmless Agreement

I understand that my use of the Hopkins Activity Center is voluntary and that I am using it for my benefit only. I agree that my use of the Hopkins Activity Center facility is undertaken at my own risk and the City of Hopkins will not be liable for any claims, injuries, damages of whatever nature incurred by me or members of my organization, or guests of my event due to negligence of a member of my organization, guests of my event, or negligence of third parties. On behalf of myself and the organization I represent, I expressly forever release and discharge the Hopkins Activity Center, the City of Hopkins, its agents, or employees, from any such claims, injuries, or damages of whatever nature arising out of or connected with my use of the Hopkins Activity Center. I also agree to reimburse the City of Hopkins for any damage, breakage, maintenance, theft of equipment beyond the damage deposit figure if so warranted.

## Hours of Operation

- A. The business office is open Monday through Thursday, 8:30 a.m.–4 p.m.
- B. The facility is available for rental:

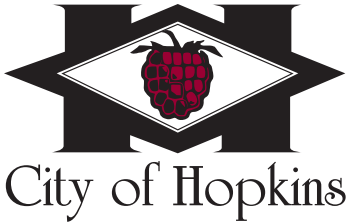
Sunday, Monday, Tuesday, Wednesday & Thursday 8:30 a.m.–9 p.m.	Friday & Saturday 8 a.m.–11 p.m.
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- C. The facility is open during weekday and weekend rental hours only when requested.

## Application Procedure

- A. Applications are available at the Hopkins Activity Center office or online at [www.hopkinsmn.com/activitycenter](http://www.hopkinsmn.com/activitycenter).
- B. Read through the entire Facility Use Guidelines to make sure the facility will fit your needs.
- C. Contact the Hopkins Activity Center to inquire if the facility is available on your desired date and time.
- D. Submit a completed application and the facility use deposit to reserve your requested date and time.
- E. Application, ID to receive resident pricing, and facility use deposit must be submitted at least 31 days in advance of the reservation date to be guaranteed consideration of usage. Applications submitted less than 31 days prior to the event date will not be guaranteed consideration of usage.
- F. Applicants must be 21 years old or older.

## Application/Event Confirmation Procedure

- A. Applicants will be notified two to three working days after the application/request is properly submitted to inform the applicant that we have received their request and the availability of their event date and time.
- B. Written confirmation will be emailed upon approval of the applicant's request.
- C. Reservations are not confirmed until applicants have received written confirmation from the Hopkins Activity Center. It is the responsibility of the applicant to make sure they have received their confirmation.



## Hopkins Activity Center – Facility Use Guidelines

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### Future Reservation Procedure

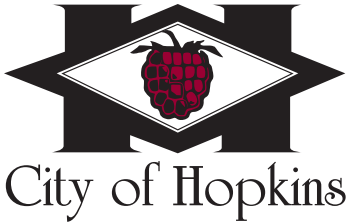
- A. To assure the availability to new users, the Hopkins Activity Center reserves the right to limit the number of reservations for any given applicant.
- B. Active applications are those that have an application on file, a 100 percent facility use deposit submitted and no outstanding fees. Active applications may request a reservation in person, email or by telephone no less than 31 days in advance of the desired reservation date to be guaranteed consideration of usage. Requests submitted less than 31 days prior to the event date will be considered, but there will be no guaranteed consideration of usage.
- C. See “Application/Event Confirmation Procedure” A, B and C.

### Rental Notes

- A. All applicants are charged a fee according to their classification and the room being used. See “Classification of Users” on page nine and “Fee Schedule” on page 10. All-day and multiple day rental plans are available upon request.
- B. A rental invoice and further event information will be emailed to the applicant.
- C. All rental fees are due 14 days prior to the reservation date. If payment is not received by the due date, the applicant loses half of the facility use deposit and possible future scheduling privileges.
- D. Event cancellation fees: 14 days or less prior to the event date = \$100; 15 - 30 days prior to the event = \$50; 31 or more days prior to the event = \$25.
- E. Event date or time change fee: \$10 per occurrence.
- F. Additional staff is required for large events. The fee is \$25/hour with a minimum charge of \$100.
- G. Facility use deposits cannot be used toward the payment of the rental fees owed.
- H. Facility use deposits on file will be refunded upon the applicant’s request and only if the facility is left in the condition it was found with each use, and if there are no outstanding charges.
- I. The Hopkins Activity Center accepts cash, checks, debit or credit cards for facility use deposits and rental fees. The name, address and phone number of the individual or business making payment must accompany the Facility Use Application. All checks are cashed, including checks for the facility use deposit. Checks should be made payable to Hopkins Activity Center.
- J. The use of any City equipment or personal equipment to be brought in must be noted on the application and approved.
- K. Applicants who send out announcements or advertisements for their event to the general public must send the Activity Center a copy prior to printing. Failure to do so may result in the loss of 50 percent of the applicant’s damage deposit. See page five for guidelines.
- L. In the event of damage to the premises or equipment, the damage will be documented with photos and any necessary repairs will be deducted from the facility use deposit after the applicant has been contacted. The renter assumes full responsibilities for any damages not covered by the facility use deposit and must be paid before additional reservations are used or approved.
- M. The Hopkins Activity Center will cancel all activities when Hopkins City Hall and/or the Hopkins School District closes due to inclement weather. If you are unsure of whether your activity has been canceled, call the Activity Center at 952-939-1333. We will personally tell you the status of your activity or an answering machine will indicate the closure. It is your responsibility to call during inclement weather to inquire if we are open. The Activity Center will not call you if it is closed.
- N. All applications are revocable and shall not be considered a lease.
- O. The Hopkins Activity Center reserves the right to cancel an application due to false information or violation of any rules and regulations.

### Event information applicants must know:

- A. Applicants should not expect to enter the building or the room reserved any sooner than the time indicated on the

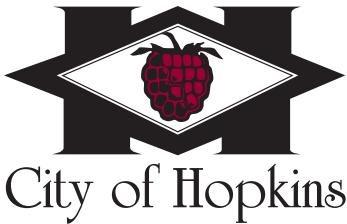


## Hopkins Activity Center – Facility Use Guidelines

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application. Applicants are also expected to exit the building by the time indicated on the application. Failure to do so will result in additional fees assessed at \$15 per 15 minute increment.

- B. Applicants must check in at the office as they enter the building to meet the event supervisor and receive any equipment, messages, etc.
- C. Applicants are responsible for setting up and taking-down/clean-up of their event. This includes the set-up and take-down of all tables and chairs.
- D. WiFi access is available upon request.
- E. Audio/visual support is available with advance notice.
- F. Rentals may be impacted by sounds from other facility users or recreational activities.
- G. Sunday–Thursday, all users must vacate the building by 9 p.m., while on Friday and Saturday, all users must end all activity at 10 p.m. and vacate the building by 11 p.m.
- H. Monday–Thursday, the Multi-Purpose Gym may be reserved during the following time slots, 4:30–6 p.m., 6–7:30 p.m., or 7:30–9 p.m.
- I. An applicant is considered a “no show” if they have not shown up at their scheduled time. The reservation is held for a half hour past the application’s scheduled time and then the reservation becomes void. The applicant will not receive a rental refund, will lose their facility use deposit and may lose the ability to make future reservations requests.
- J. Participants are confined to the room(s) reserved for them. Children brought by participants must also stay in the room(s) reserved for the parent’s activity.
- K. Applicants are responsible for asking the event supervisor for equipment requested on their application.
- L. Activities intended to be played outdoors (i.e. softball, baseball, soccer, lacrosse, etc.) and their intended equipment will not be allowed in the facility. Foam balls may be used in the case of kickball or bombardment type games.
- M. Applicants indicating children will be present may be required to submit a plan of how the children will be kept occupied and in the room(s) they have rented throughout their time at the Hopkins Activity Center.
- N. All rooms must be under competent adult supervision. There shall be one adult for every 10 youth in any room. Youth are defined as those under the age of 18 years of age.
- O. All decorations, other than simple table decorations, must be approved.
- P. Only the following open-flame devices may be used; candles enclosed in a votive, small candles on a birthday cake, flamed devices used with chaffing pans.
- Q. Confetti, glitter, silly string, Play-doh, soapy bubbles, bird seed and uncooked rice are prohibited.
- R. Sound levels are measured throughout events. The sound level threshold is 85 decibels.
- S. Illegal chemicals, tobacco and vapor products are prohibited on the premises.
- T. Alcohol is permitted only if all of the following requirements can be met:
  - 1. The applicant submits proof of non-profit status with their Facility Use Application.
  - 2. The event is being held for the sole purpose of fund-raising for the non-profit applicant.Non-profits serving alcohol must also:
  - 1. Submit a Certificate of Insurance for \$1,000,000 naming the City of Hopkins as an additional insured for bodily injury and property damage liability surrounding your event. You may easily acquire a TULIP (Tenant User Liability Insurance Program) policy through <https://tulip.onebeaconentertainment.com>.
  - 2. Abide by the laws set forth by the City of Hopkins in regards to liquor within their facilities (i.e. Liquor License Premise).
  - 3. Adhere to the Hopkins Activity Center's written policy in regards to alcohol being served within the facility.
- U. All City and state ordinances and laws must be observed (i.e. City curfew ordinance, City noise ordinances, etc.).



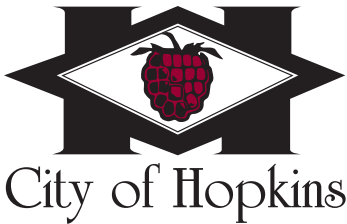
## Hopkins Activity Center – Facility Use Guidelines

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- V. Applicants are responsible for the actions of their guests. Disorderly conduct of any kind is prohibited.
- W. Applicants must inform their guests of information included in these guidelines including the “Parking Guidelines” on page seven and the “Parking Map” on page eight. Applicants must inform their guests on where they are permitted to park around the Hopkins Activity Center.
- X. All applicants and their guests will comply with the Hopkins Activity Center’s Offensive Behavior Policy. A copy is available upon request.
- Y. There will be no storage at the Hopkins Activity Center. The Center is not responsible for any items left at the facility.
- Z. Any group wanting to use the kitchen and/or have food at their activity must abide by the “Food Use Guidelines.” See page four for more information.
- AA. Applicants must report any damage found or damage caused to the office immediately. Inform the event supervisor if something has been spilled that requires additional tools (i.e. broom, vacuum, wet mop, carpet cleaner).
- BB. It is NOT the responsibility of Center staff to put rooms back into their original order or to clean-up the rooms after each use – it is the responsibility of the applicant. Center staff will assist in any way possible when asked by the applicant. Maintenance staff will do general cleaning, such as vacuuming, mopping, sanitizing, dusting, etc. Therefore, before leaving the facility, it is the responsibility of the applicant to:
  - Return the room to the order in which it was found. If something was moved it, move it back. If something was brought in, take it back out. If something was unlocked, lock it back up.
  - Return all equipment properly. If something was taken out, put it back. If something is not working properly, notify the office.
  - If something was messed up, clean it up (ex: debris and spills on tables, counters, carts, chairs and floor). Coffee pots should be cleaned and wiped out.
  - Dispose of excessive trash and recycling to the appropriate receptacles outside. Trash and recycling is excessive when the container is full or if something with an odor is placed in the receptacle.

### Food Use Guidelines

- A. As long as the event is not open to the public, food may be brought from home. Please use safe food standards and keep all food at the proper hot or cold temperatures.
- B. Commercially prepared refreshments are permissible.
- C. Events open to the public must use a licensed caterer. The caterer must provide a copy of their A Caterer’s License. Concessions and temporary food stands are permissible as long as the operator receives a Short Term Food License from the Hennepin County Environmental Health Department.
- D. Concessions and temporary food stands are permissible as long as the operator receives a Short Term Food License from the Hennepin County Environmental Health Department. Commercially prepared refreshments are permissible.
- E. Food or drink containing red dye is prohibited, except if being served in the Multi-Purpose Gym.
- F. Use of the refrigerator, freezer, stove or ovens is not permissible without renting the entire kitchen.
- G. If disposable aluminum pans are used for food, they must NOT be placed in the Center's trash or recycling. Applicants must take them home.
- H. Applicants must provide adequate help and sufficient amount of time for preparation, serving and cleanup.
- I. Applicants must dispose of all excessive trash and recycling in appropriate receptacles outside. If the garbage cannot fit in the outside receptacles with the lid closed shut, please notify the event supervisor. Trash and recycling is excessive when the container is full or if something with an odor is placed in the receptacle.
- J. Food may be cooked in the kitchen with additional guidelines, but the applicant must provide everything needed to cook the food for the event or business.
- K. The Hopkins Activity Center vending machine refreshments will remain in operation during the event.



# Hopkins Activity Center – Facility Use Guidelines

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## Using the Hopkins Activity Center name in organization or business event announcements or advertising

- A. Applicants who wish to use the Hopkins Activity Center name, address or phone number in any announcement or advertisement for an event, or in any printed manner must receive written permission from the Hopkins Activity Center.

This requirement ensures that the public is given clear and consistent information about the Hopkins Activity Center. By working together we can avoid misunderstandings on the part of the public and offer the best possible service.

Not following these procedures will affect future reservation requests and the loss of the facility use deposit.

- B. It must be made clear that the Hopkins Activity Center serves only as the event location and the event is sponsored by the applicant's organization.
- C. Announcements or advertisements must state the Center's complete name as the Hopkins Activity Center. Subsequent references can use Activity Center.
- D. Use the following information:

### Directions

The Hopkins Activity Center is located at 33 14th Avenue North in downtown Hopkins. From Highway 169, take Highway 7 west to 12th Avenue. Turn left onto 12th, and then take a right onto 1st Street North. Turn left onto 14th Avenue North. The Activity Center is on your immediate left.

### Parking

Free parking is available in the parking lot to the north of the Activity Center's entrance, as well as on the street. Additional parking is available across from the Activity Center at Maetzold Field at the northeast corner of 1st Street North and 14th Avenue North.

- E. A copy of all advertising materials must be sent to the Center before being sent by mail, fax or email.
- F. The Hopkins Activity Center will review the information and return a copy back to the applicant with any corrections and written permission.

## Rooms and Equipment

Please refer to diagram on page 6 for the layout of the Activity Center.

### Computer Nook

- Chairs - 12
- Square tables - 3
- Sink/counter area
- TV monitor (46")

### Harmony Hill

- Chairs - 24
- Tables - 8 (2' x 6')
- Sink/counter area
- TV monitor (50")

### Kitchen

- Electric convection oven
- Electric stove/oven
- Freezer
- Refrigerator
- Serving carts
- Serving and prep counters
- Sinks

### Library

- Chairs - 8
- Table - 1 (6')
- TV monitor (46")

### Lounge

- Chairs - 44
- Square tables - 11
- Sink/counter area
- TV monitor (70")
- Vending machines

### Multi-Purpose Gym

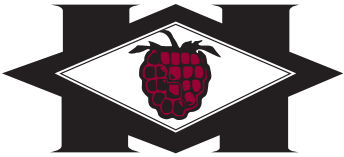
Note: Maximum # of people – 150

- 4,000 square feet (50' x 80')
- Basketball court - 1 (44' x 74')
- Pickleball courts - 2
- Volleyball court - 1
- PA system
- Wooden floor
- TV monitors - 2 (70")

\*Note: The Multi-Purpose Gym may be reserved in the following evening time slots: Monday-Thursday, 4:30-6 p.m., 6-7:30 p.m. or 7:30-9 p.m.

### Raspberry

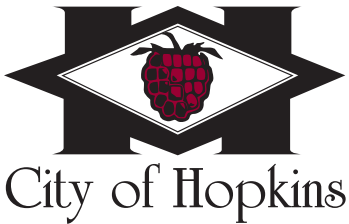
- Chairs - 36
- Tables - 10 (2' x 6')
- Sink/counter area
- TV monitor (70")
- Capacity of people: 50 lecture, 28 classroom
- Additional tables and chairs are available



# Hopkins Activity Center – Facility Use Guidelines

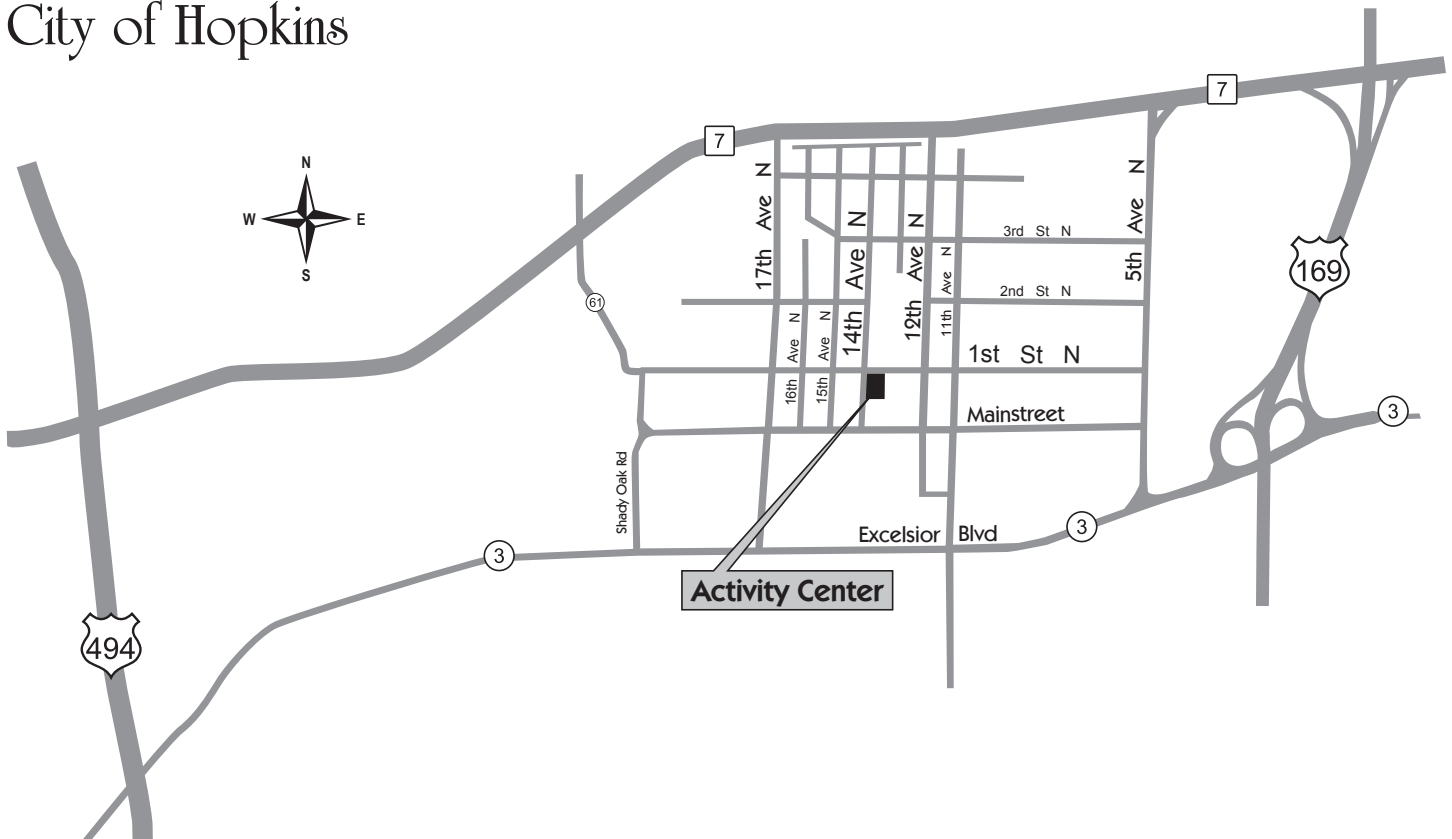
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# Hopkins Activity Center – Facility Use Guidelines

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## Directions & Map

### From the North

Highway 169 South to Highway 7. Go west (right) on Highway 7. Turn left at the second stoplight, 12th Avenue South. Go to 1st Street North and turn right. Go to 14th Avenue North and turn left. The Activity Center is on your left.

### From the South

Highway 169 North to Highway 7. Go west (left) on Highway 7. Turn left at the third stoplight, 12th Avenue South. Go to 1st Street North and turn right. Go to 14th Avenue North and turn left. The Activity Center is on your left.

### From the East

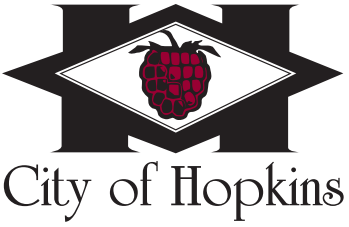
Highway 7 West to 12th Avenue North. Turn left onto 12th Avenue North. Go to 1st Street North and turn right. Go to 14th Avenue North and turn left. The Activity Center is on your left.

### From the West

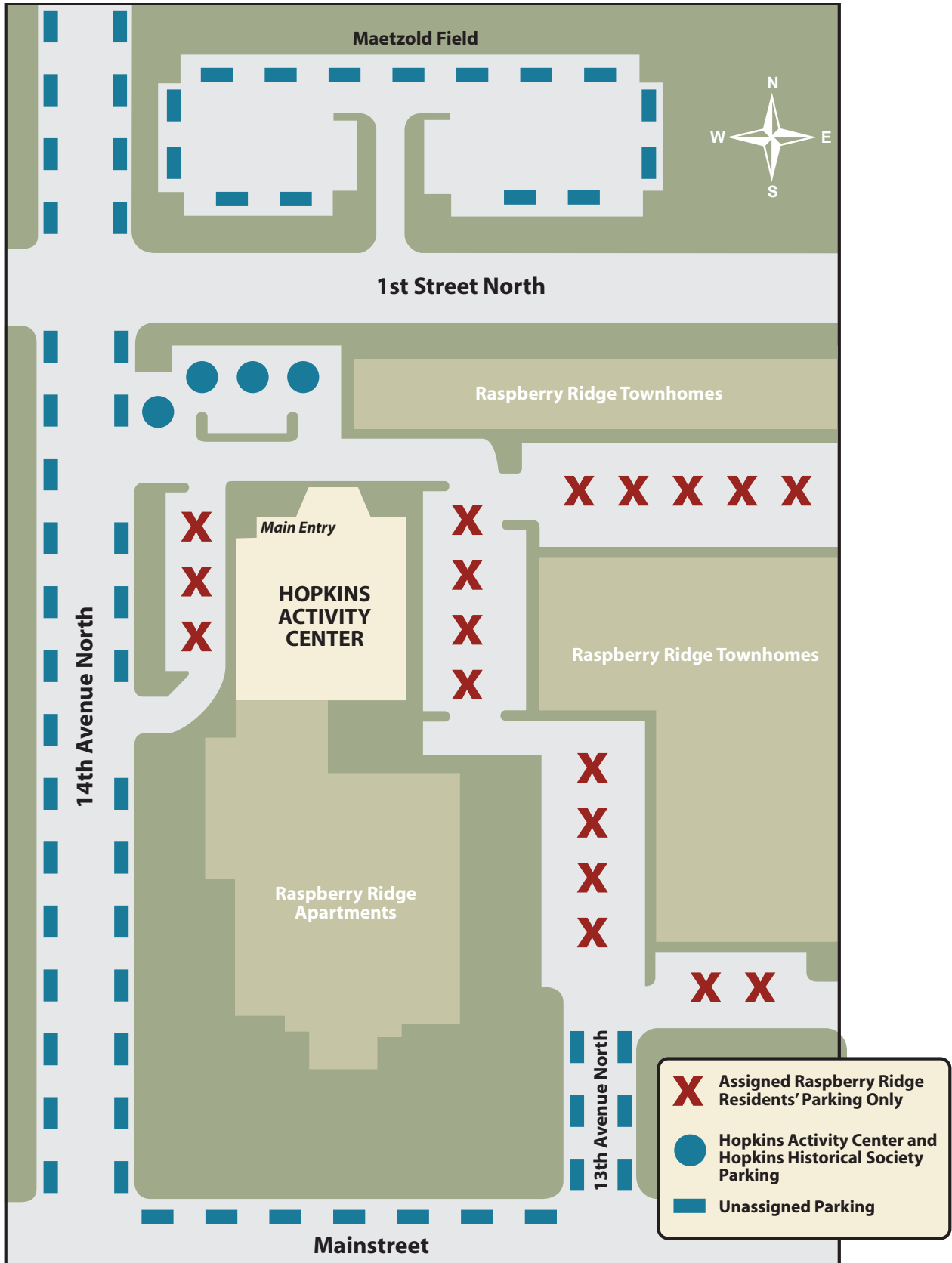
Highway 7 East to 17th Avenue North. Turn right on 17th Avenue North. Go to 1st Street North and turn right. Go to 14th Avenue North and turn right. The Activity Center is on your left.

## Parking Guidelines

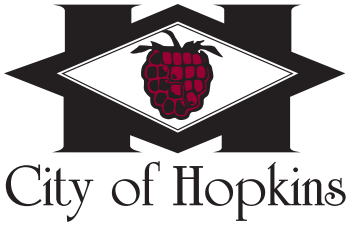
- A. The diagram on page eight will inform applicants where guests can park while at the Activity Center.
- B. Use the key on the bottom right-hand corner to determine legal parking areas.
- C. Do not park in areas designated “Raspberry Ridge Residents Parking.” Please respect the apartment and townhome residents' right to come home and park in their assigned parking spot.
- D. The area the Activity Center sits on is private property, owned by Raspberry Ridge. Parking in “Raspberry Ridge Residents Parking” areas may result in cars being towed at the owner's expense by Raspberry Ridge. It is over \$200 to retrieve a towed car.
- F. In the lot north of the Center's main entry, 21 parking spaces are assigned exclusively for the Activity Center's participants.
- G. Guests may park along 14th Avenue and in the Maetzold Field parking.



# Hopkins Activity Center – Facility Use Guidelines







## Hopkins Activity Center – Facility Use Guidelines

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### User Classifications

#### A. Community Use

Hopkins residents, Hopkins civic or faith organizations, Hopkins neighborhood or homeowners associations, and community service organizations. Proof of residency is required.

Meetings and training open to the residents of Hopkins where there are no charges to the participant.

Community service organizations not be based in Hopkins, but reaching out to service Hopkins residents and there are no fees to participants to attend the activity.

#### B. Community Use

Hopkins residents, Hopkins civic or faith organizations, Hopkins neighborhood or homeowners associations, community service organizations, and Hopkins businesses. Proof of residency is required.

Meetings, training and events open to residents of Hopkins and there is a charge to the participant.

A Hopkins business selling or promoting a product or service.

A social gathering, birthday party, wedding, funeral or anniversary reception.

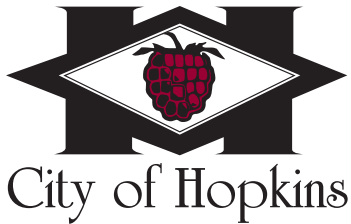
#### C. Athletic Teams

Youth and adult indoor gymnasium sports.

#### D. Other

Non-Hopkins resident, businesses, organizations, etc.

Events that do not meet the above criteria.



# Hopkins Activity Center – Facility Use Guidelines

## Fee Schedule

### Daytime Hours of Operation (Monday–Thursday, 8:30 a.m.–4 p.m.)

	A	B	C	D
<b>Facility Use Deposit</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>
Multi-Purpose Gymnasium North	\$8/hr	\$13/hr	\$13/hr	\$23/hr
Multi-Purpose Gymnasium South	\$8/hr	\$13/hr	\$13/hr	\$23/hr
Computer Nook	\$8/hr	\$13/hr	\$13/hr	\$18/hr
Harmony Hill	\$8/hr	\$13/hr	\$13/hr	\$18/hr
Library	\$8/hr	\$13/hr	\$13/hr	\$18/hr
Raspberry Room	\$8/hr	\$13/hr	\$13/hr	\$18/hr
Kitchen	\$8/hr	\$13/hr	\$13/hr	\$18/hr
Lounge	\$8/hr	\$13/hr	\$13/hr	\$18/hr
Rates are for the first room; each additional room is \$5/hr				

### Evening Hours of Operation (Monday–Thursday, 4–9 p.m.)

	A	B	C	D
<b>Facility Use Deposit</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>
Multi-Purpose Gymnasium (North & South)	\$23/hr	\$28/hr	\$28/hr	\$38/hr
Computer Nook	\$18/hr	\$23/hr	\$23/hr	\$33/hr
Harmony Hill	\$18/hr	\$23/hr	\$23/hr	\$33/hr
Library	\$18/hr	\$23/hr	\$23/hr	\$33/hr
Raspberry Room	\$18/hr	\$23/hr	\$23/hr	\$33/hr
Kitchen	\$18/hr	\$23/hr	\$23/hr	\$33/hr
Lounge	\$18/hr	\$23/hr	\$23/hr	\$33/hr
Rates are for the first room; each additional room is \$10/hr				

### Weekend Hours of Operation (Friday–Saturday, 8 a.m.–11 p.m.; Sunday, 8:30 a.m.–9 p.m.)

	A	B	C	D
<b>Facility Use Deposit</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>
Multi-Purpose Gymnasium (North & South)	\$33/hr	\$38/hr	\$38/hr	\$50/hr
Computer Nook	\$33/hr	\$38/hr	\$38/hr	\$50/hr
Harmony Hill	\$33/hr	\$38/hr	\$38/hr	\$50/hr
Library	\$33/hr	\$38/hr	\$38/hr	\$50/hr
Raspberry Room	\$33/hr	\$38/hr	\$38/hr	\$50/hr
Kitchen	\$33/hr	\$38/hr	\$38/hr	\$50/hr
Lounge	\$33/hr	\$38/hr	\$38/hr	\$50/hr
Rates are for the first room; each additional room is \$10/hr				

\* All rental fees will be taxed at the current tax rate unless you are tax exempt and have submitted an ST3 form to the Hopkins Activity Center office.

\* Rental fees are due 14 days prior to the reservation date.

\* Event cancellation fees: 14 or less days prior to the event date = \$100

15 - 30 days prior to the event = \$50

31 or more days prior to the event = \$25

\* Event time or room change: \$10 per occurrence

\* Additional staff is required for large events. The fee is \$25/hour with a minimum charge of \$100.