



The Rosemount STEEPLE CENTER

ROSEMOUNT, MINNESOTA

Facility Reservations



Thank you for your interest in The Rosemount Steeple Center as a general multipurpose assembly space.

Rental of the facility is handled through the Rosemount Parks and Recreation Department. Organizations, businesses and individuals wishing to rent the facility are required to obtain and sign a Facility Rental Permit and Rental Agreement with details of the event, and submit the appropriate payment.

The City of Rosemount reserves the right to schedule activities in the facility, as well as the right to negotiate with all renters to make the best use of the time available. The use of the facility

will be for the scheduled time only based on your permit. Other renters will be scheduled around and in between reservations as space and time is available. There may be times when renters cannot be accommodated.

For additional information, contact Rosemount Parks and Recreation 651-322-6016 or stephanie.baumann@ci.rosemount.mn.us.

The Rosemount Steeple Center

14375 South Robert Trail
Rosemount, MN 55068
*Main entrance off Cameo Ave.
651-322-6016

Building Hours:

Mon-Thurs: 8:30am-3:30pm
Friday: 8:30am-12pm
Evenings and Weekends:
Dependent on Scheduled
Activities

Mailing Address:

Rosemount Parks &
Recreation Dept.
13885 South Robert Trail
Rosemount, MN 55068



The Steeple Center Facility Rentals – General Information

RENTAL PROCEDURES FOR ALL STEEPLE CENTER FACILITIES

1. Contact the Rosemount Parks and Recreation Department at 651-322-6016 to check availability and secure date(s).
2. A reservation is not guaranteed until the signed Permit and Rental Agreement along with full facility rental fee, damage deposit (if renting Assembly Hall) and security fee (if applicable) is received in our office.
3. The Cancellation Policy is: 50% of the rental fee will be refunded for cancellations occurring at least two weeks prior to your event date. **There will be NO refunds for cancellations occurring 14 days or less prior to your event date.** Damage deposits and security fees will be refunded in full if event is cancelled.
4. The damage deposit, if renting Assembly Hall, will be refunded within three weeks after the event date to the permit holder, if the Rental Agreement and/or Permit have not been violated during the event, or applied to any outstanding balance due. In some cases, Parks and Recreation staff may waive the damage deposit. **Any infraction of facility rules may result in partial or complete loss of damage deposit.**
5. A single contact person (the permit holder) should be designated to oversee all arrangements. This will help to eliminate problems with communication and ensure a quality event for the renter. Facility set-up (if applicable) will be reviewed with this contact person at least two weeks prior to the event date. The holder of the permit cannot assign, transfer nor sublet to another party the use of the facility they reserved.
6. Parks and Recreation staff reserves the right to cancel a rental agreement prior to the event if certain conditions exist. Possible reasons for cancellation include, but are not limited to: a declared state of emergency, unsafe environmental or health conditions, or interruption of utility service. In such an event, the renter agrees that the City of Rosemount shall have no responsibility for anything the renter may suffer or incur due to such a cancellation. The City will attempt to notify the renter as soon as possible if such a cancellation occurs. All fees paid to the City by the renter shall be refunded to the renter if the reservation is cancelled by the City for any of the above reasons.



Lobby



Room 100



Conference Room

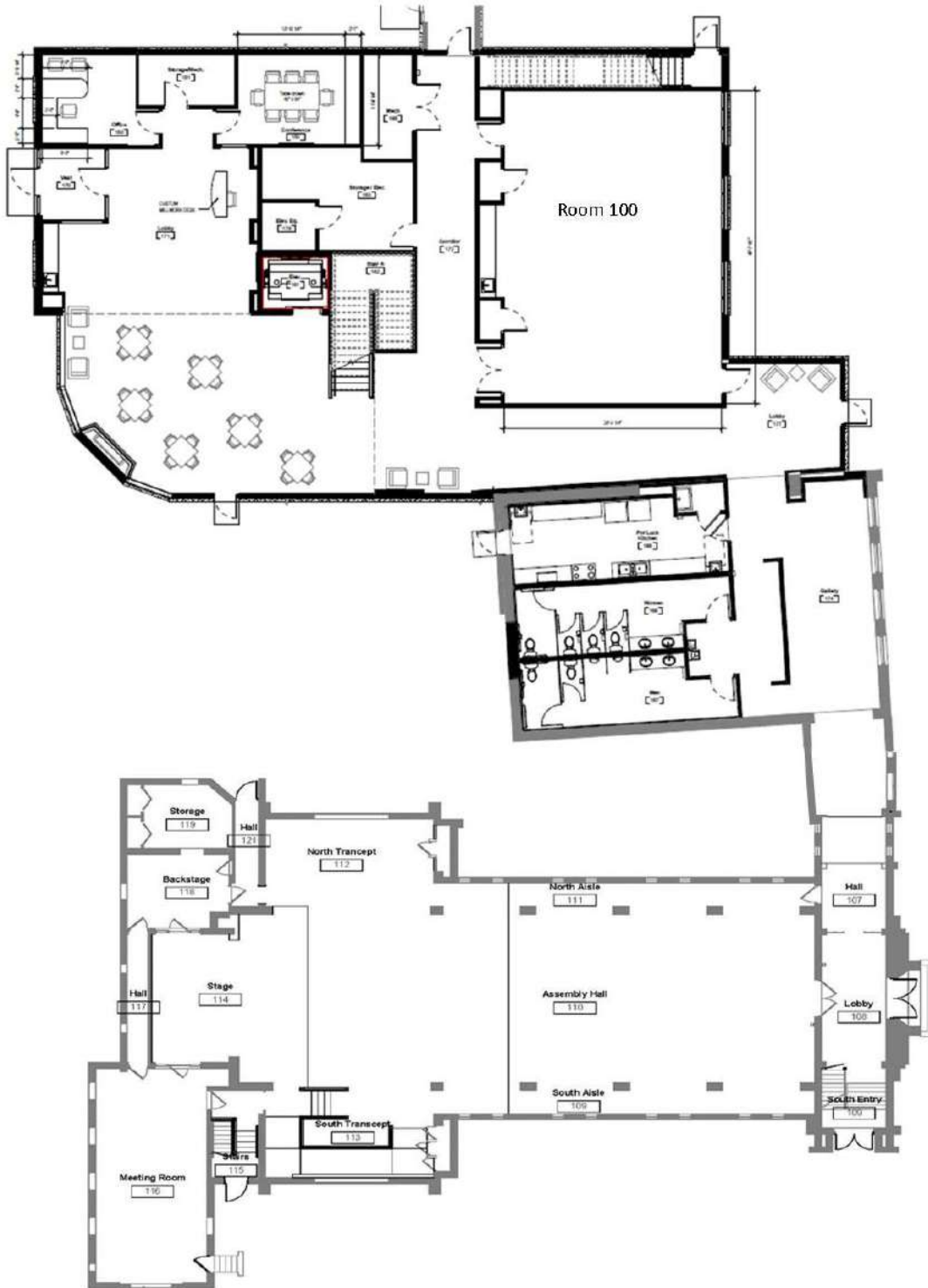


2022 Rental Rates
All rentals are tax exempt

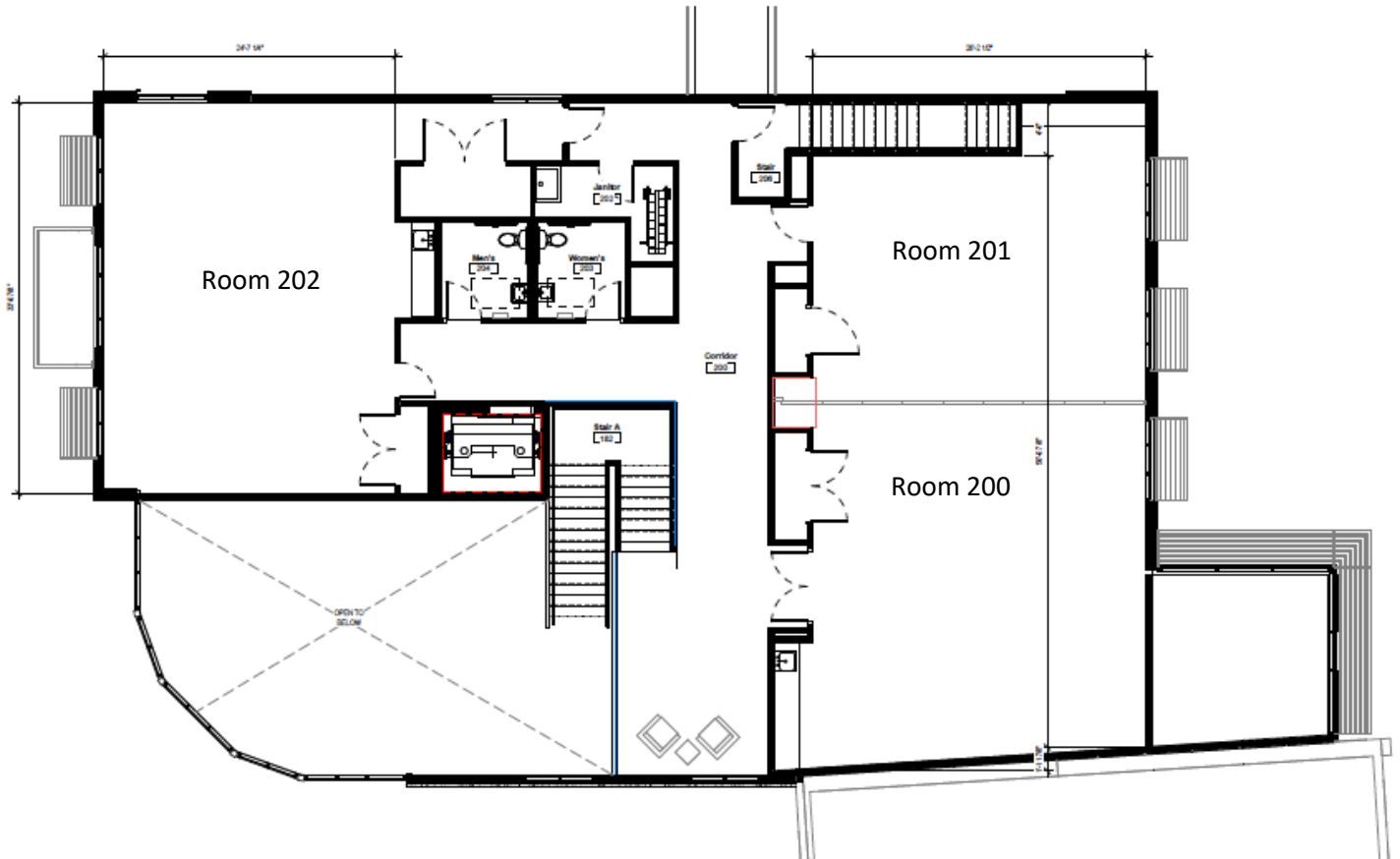
	Monday-Thursday	Friday	Saturday	Sunday
		<u>Assembly Hall</u> <u>6-Hour Rental Block</u> 9:00am – 3:00pm OR 5:00pm – 11:00pm <u>Full Day Rental</u> 9:00am-11:00pm	<u>Assembly Hall</u> <u>Full Day Rental</u> 9:00am-11:00pm	<u>Assembly Hall</u> <u>Available Hours</u> 2:00pm – 9:00pm* *Minimum 5-Hr Rental
ASSEMBLY HALL (2,520 sq. ft., 36'x70') (Stage: 23'-38' wide, up to 28' deep) <i>Theater Seating Capacity: 204</i> <i>Capacity With Tables/Chairs: 192</i>	<u>3-Hour Min. Rental</u> Resident: \$150 Non-Resident:\$210 <u>Additional Hours</u> Resident: \$50/hr Non Resident:\$70/hr	<u>6-Hour Min. Rental</u> Resident: \$600 Non-Resident:\$420 <u>Full Day Rental</u> Resident: \$700.00 Non-Resident:\$980.00	<u>Full Day Rental</u> Resident: \$700 Non-Resident:\$980	<u>5-Hour Min. Rental</u> Resident: \$250 Non-Resident: \$350 <u>Additional Hours</u> Resident: \$50/hr Non Resident:\$70/hr
ROOM #100 <i>Capacity With Tables/Chairs: 60</i> <i>3' Square Card Tables (up to 15)</i> <i>Available Hours:</i> <i>Sun-Thurs, 8am-9pm</i> <i>Fri-Sat, 9am-11pm</i>	<u>3-Hour Min. Rental</u> Resident: \$60 Non-Resident: \$75 <u>Additional Hours</u> Resident: \$20/hr Non Resident:\$25/hr	<u>3-Hour Min. Rental</u> <u>Between 8am-5pm</u> Resident: \$75 Non-Resident:\$90 <u>6-Hour Min. After 5pm</u> Resident: \$150 Non-Resident:\$180 <u>Additional Hours</u> Resident: \$25/hr Non Resident: \$30/hr	<u>6-Hour Min. Rental</u> Resident: \$150 Non-Resident:\$180 <u>Additional Hours</u> Resident: \$25/hr Non Resident: \$30/hr	<u>5-Hour Min. Rental</u> Resident: \$125 Non-Resident:\$150 <u>Additional Hours</u> Resident: \$25/hr Non Resident: \$30/hr
ROOM #200/201 <i>Capacity With Tables/Chairs: 80</i> <i>8' Banquet Tables (up to 10)</i> <i>Available Hours:</i> <i>Sun-Thurs, 8am-9pm</i> <i>Fri-Sat, 9am-11pm</i>	<u>3-Hour Min. Rental</u> Resident: \$75 Non-Resident: \$90 <u>Additional Hours</u> Resident: \$25/hr Non Resident:\$30/hr	<u>3-Hour Min. Rental</u> <u>Between 8am-5pm</u> Resident: \$90 Non-Resident:\$105 <u>6-Hour Min. After 5pm</u> Resident: \$180 Non-Resident:\$210 <u>Additional Hours</u> Resident: \$30/hr Non Resident:\$35/hr	<u>6-Hour Min. Rental</u> Resident: \$180 Non-Resident:\$210 <u>Additional Hours</u> Resident: \$30/hr Non Resident:\$35/hr	<u>5-Hour Min. Rental</u> Resident: \$150 Non-Resident:\$175 <u>Additional Hours</u> Resident: \$30/hr Non Resident:\$35/hr
ROOM #202 <i>Capacity With Tables/Chairs: 48</i> <i>8' Banquet Tables (up to 6)</i> <i>Available Hours:</i> <i>Sun-Thurs, 8am-9pm</i> <i>Fri-Sat, 9am-11pm</i>	<u>3-Hour Min. Rental</u> Resident: \$45 Non-Resident: \$60 <u>Additional Hours</u> Resident: \$15/hr Non Resident:\$20/hr	<u>3-Hour Min. Rental</u> <u>Between 8am-5pm</u> Resident: \$60 Non-Resident:\$75 <u>6-Hour Min. After 5pm</u> Resident: \$120 Non-Resident:\$150 <u>Additional Hours</u> Resident: \$20/hr Non Resident: \$25/hr	<u>6-Hour Min. Rental</u> Resident: \$120 Non-Resident:\$150 <u>Additional Hours</u> Resident: \$20/hr Non Resident: \$25/hr	<u>5-Hour Min. Rental</u> Resident: \$100 Non-Resident:\$125 <u>Additional Hours</u> Resident: \$20/hr Non Resident: \$25/hr
ADDITIONAL FEES:	\$300.00 Refundable Damage Deposit* \$315.00 Security Fee if alcohol is served (see Alcohol Policy) \$200.00 Change Over Fee (ex: Ceremony to Reception) *Damage Deposits required for rental of Assembly Hall only			
EQUIPMENT RENTAL:	ITEM: Screen Rental LCD Rental	FEE: \$25/per event- plus tax \$100/per event - plus tax		

Floor Plans

First Floor:



Second Floor:



Room 202



Room 200/201

Assembly Hall - Rental Policies

We at the Rosemount Parks and Recreation Department are prepared to make every effort to assure your event will be a success. To aid in this philosophy and to clearly communicate our policy, we ask that the contact person for your event read this contract and abide by it. If at any time you have any questions regarding this contract or are in need of other information please contact us immediately.

RENTAL INCLUSIONS:

- Rental includes use of Assembly Hall and the kitchen. Use of the lobby area must be determined with the Recreation Coordinator. Persons attending events must confine themselves to the rooms and corridors assigned to their use.
- Set up of tables and chairs and tear down. There is an additional \$200 fee to change the set-up configuration (i.e. from ceremony to reception).
- Building Attendant on site throughout the time of the rental
- WIFI available
- AV Equipment can be included for additional fees
- Recycling containers

RENTAL EXCLUSIONS:

- Table coverings, dinnerware, glassware, serving items, etc.

RENTAL PERIOD:

- The hours of use stated on the facility use permit **must** be adhered to, as the facility will be opened for the applicant and locked at the times stated on the permit. This includes all set-up time by contracted services such as a caterer and/or the renter.
- Occupancy of the facility after the ending time on the permit will result in partial or complete loss of damage deposit.

DECORATIONS:

- No decorations, banners, or signs can be taped, pinned, or affixed to the walls, ceilings or windows, or tables and chairs. **No adhesive of any kind can be used inside or outside the building.**
- The use of all confetti including types such as metallic, plastic and paper along with rice and birdseed is prohibited as a decoration inside or outside the facility and associated areas.
- Candles used for decoration must be encased in glass and have all flame contained.
- Helium balloons and the use of ladders are prohibited.
- Failure to comply with these rules may result in partial or complete loss of damage deposit.
- All decorating must be completed and removed during the rental period.

CLEANUP:

- If applicable, the renter should arrange for contracted items (linens, dishes, etc.) to be removed from the facility by the ending time stated on the permit, unless the renter has made other arrangements with the Parks and

Recreation Department. The City of Rosemount is not responsible for any items that are left at the facility.

- There is no long-term storage available at the facility. All items and materials must leave the building immediately following the end of the rental period. The City of Rosemount is not responsible for items that are left at the facility.
- All renters must dispose of waste in proper trash and recycling receptacles provided at the facility.

PROHIBITED ITEMS/ACTIVITIES:

- This is a smoke free facility. There is no smoking allowed anywhere in the building. Smoking is allowed 100 feet from the entrances to the facility.
- Facility furniture, including tables and chairs, is not allowed on the exterior of the facility.
- The use of pyrotechnics, open flames, smoke machines or other combustible materials within the facility is strictly forbidden.
- Access to the balcony is prohibited.
- Dancing is not allowed on the stage.

CONDUCT:

- The renting organization, group or individual is responsible for the conduct of its guests, representatives, casts, students, volunteers and workers while in the facility.
- All organizations, groups or individuals using the facility to conduct any performance, public or private meeting, lecture, concert, class or other event shall conform to, comply with and abide by all laws of the United States and the State of Minnesota, the rules and regulations of all Federal and State Boards and Bureaus, the ordinances of Dakota County, the City of Rosemount and the regulations of the Fire Department, Health Department and Police Department.
- All public events must avoid offensive, vulgar, graphic or hateful language and/or behavior. Hate language, excessive profanity, or other patently offensive language or behavior will not be permitted at this facility. Please respect others.
- Youth and youth groups (participants 17 and younger) attending your event must be supervised/chaperoned at a ratio of one adult per ten (10) youth, or other ratio as staff deems necessary.

LIABILITY/INSURANCE:

1. The City of Rosemount is not liable to the renter of the facilities for any loss, damage, injury, or illness. Neither the City of Rosemount nor its employees can be held responsible for any items that are left at the facility by the renter, caterer or contracted service.

2. The organization, group or individual using the facility will sign a waiver of liability as part of the Rental Agreement. Policies including, but not limited to, the facility Alcohol and/or Food Catering Policy may require the organization, group or individual to provide a copy of their Certificate of Insurance as proof of liability coverage.
3. Renters take full responsibility for their group's conduct and for any loss, breakage, or damage to the rooms, equipment, or other property. The City reserves the right to assign supervisory staff or maintenance personnel at an additional cost to the renter, if deemed necessary by the particular function or activity.

FOOD/CATERING POLICIES:

1. All food served in Assembly Hall at the Steeple Center must either be a pre-packaged item or be prepared in a commercial restaurant or kitchen. No food prep can be completed in your home or by anyone at the event. No crock pots or roasters can be used. The City of Rosemount has the right to exclude caterers or liquor providers if appropriate policies and procedures are not followed.
2. The kitchen includes: gas range, oven, dishwasher, refrigerator, freezer, microwave and ice machine. Only caterers licensed by the State of Minnesota for a medium establishment are able to use the range, oven, microwave and dishwasher.
3. Caterers or renters are responsible for all serving items for the event such as table coverings, plates, silverware, glassware for tables and equipment such as coffee pots, water pitchers, etc. The City of Rosemount does not have any of these supplies available.
4. The facility must be left in a clean condition following each event. All tables must be cleared and wiped down and waste and recycling placed in the proper receptacles. The caterer and liquor provider are responsible for taking their trash bags to the bins located on the west side of the facility following the event. Caterers and renters must contact the building staff before exiting the building.
5. The renter is to inform the food caterer that the serving of red and orange beverages such as punch is not allowed due to staining. Failure to comply will result in loss of damage deposit.
6. Deliveries of food or supplies for your event must be made between the hours stated on your facility use Permit. The hours of use stated on the facility use permit *must* be adhered to, as the facility will be opened for the applicant and locked at the times stated on the permit

7. If necessary, please make sure any contracted items (linens, dishes, etc.) are dropped off no earlier than entry time listed on rental permit, and they must be removed at the end of event. No items can be left overnight, including food and beverage.

ALCOHOL/SECURITY/CONDUCT POLICIES:

Alcoholic beverages may be served at activities and events held at the facility according to the following guidelines:

1. The consumption of alcoholic beverages is allowed in the facility in designated areas according to the procedures and guidelines of the facility and any applicable laws. In accordance with the City Liquor Ordinance, the serving of intoxicating beverages is restricted to those individuals, companies, or organizations that are granted an 'On-Sale License on Public Premises' by the City of Rosemount. A list of authorized liquor providers who are granted the proper license to serve intoxicating beverages in the facility is available on the City's website. Renters may choose from this list of liquor providers only. It is mandatory that the renters purchase the alcohol beverage from the liquor provider chosen and have the provider serve the beverage as well. **Private renters are not allowed to bring in and/or serve their own alcohol.**
2. If the renting organization/individual would like to serve alcohol, they are required to hire the services of an authorized liquor provider licensed by the City of Rosemount.
3. All renting organizations/individuals distributing and/or consuming alcohol in the facility must comply with and abide by all Federal, State and Municipal laws and ordinances.
4. The renting organization/individual shall be responsible for reimbursing the City for security provided.
5. Events that serve alcohol are required to have security personnel present during a portion of the event to be decided on by the City of Rosemount. Parks and Recreation staff, in conjunction with the Rosemount Police Department, arrange security and the fee is itemized on the facility use permit received by the renter. **The average fee is \$301 for a 3.5 hour block of time.**
6. Alcohol must stay inside the facility. No alcohol is allowed outside. The renting organization/individual will be responsible for making sure its guests follow this policy. All containers used for consumption must also remain in the defined space.

Meeting Rooms - Rental Policies

GENERAL INFORMATION

The Steeple Center includes spaces for meetings/events of all sizes, with capacities ranging from seating for 20 to 80 with tables and chairs. Reservations are accepted and processed on a first come/first served basis with the completion of a signed permit and receipt of rental fees.

- Room #100: 1,227 sq. ft., Maximum Capacity with card tables and chairs: 60
- Room #200/201: 1,495 sq. ft., Maximum Capacity with tables and chairs: 80
- Room #202: 892 sq. ft., Maximum Capacity with tables and chairs: 48

RENTAL GUIDELINES

- Serving hot catered meals is not allowed in the meeting rooms. However, box lunches, food trays or light snacks that are pre-packaged or commercially prepared may be considered with prior approval of Rosemount Parks & Recreation staff at the time of reservation. If food is approved, it is only allowed within the confines of the reserved room and not in public lobby areas. Please dispose of remaining items in a waste/recycle container before leaving the room.
- If beverages (non-alcoholic only) are served, please dispose of remaining cups, etc. in a waste/recycle container before leaving the room. The serving of red or orange beverages and any alcoholic beverages is prohibited in all of the meeting rooms.
- No decorations, banners, or signs can be taped, pinned, or affixed to the walls, ceilings or windows. No adhesive of any kind can be used inside or outside the building, this also includes on all tables and chairs. The use of any type of confetti or glitter is prohibited as a decoration inside or outside the facility and associated areas.
- Please limit your use of the facility to the space reserved. Do not remove tables or chairs from any other rooms. All rooms are set up in a standard configuration, outlined below, unless otherwise agreed upon with the Recreation Coordinator. It is the renter's responsibility to return the room used to the standard set up prior to exiting the facility, unless otherwise agreed upon with the Recreation Coordinator.
 - Room 100: 15 square card tables with four chairs each
 - Room 200/201: Ten 8'x30" tables with eight chairs each
 - Room 202: Six 8'x30" tables set-up in a hollow rectangle with 22 chairs
- If your rental includes use of any art supplies (i.e. paint, clay, etc.), the renter must provide materials to cover and protect the table tops.
- The hours of use stated on the Facility Use Permit must be adhered to, including all set-up time, as the facility will be opened for the applicant and locked at the times stated on the permit. Occupancy of the facility after the ending time stated on the permit may result in additional rental fee, which will be assessed to the user.
- This is a smoke free facility. There is no smoking allowed anywhere in the building. Smoking is allowed 100 feet from the entrances to the facility.
- The City of Rosemount is not liable for any loss, damage, injury, or illness by the users of the facilities in The Steeple Center. Neither the City of Rosemount nor its employees can be held responsible for any items that are left in the facility.
- Users take full responsibility for their group's conduct and for any loss, breakage, or damage to the rooms, equipment or other property. The City reserves the right to assign supervisory staff or maintenance personnel at an additional cost to the user, if deemed necessary by the particular function or activity.

DIRECTIONS TO THE ROSEMOUNT STEEPLE CENTER

Facility address: 14375 South Robert Trail
Rosemount, MN 55068



The Rosemount Steeple Center is located in the City of Rosemount on HWY 3/SOUTH ROBERT TRAIL approximately ½ MILE NORTH of the intersection of HWY 3 and COUNTY ROAD 42, just north of the Robert Trail Library. **The parking lot is located behind the building and can be accessed from Cameo Ave. via 143rd or 145th Streets.** Additional parking is located on the street along South Robert Trail and on Cameo Ave, and the municipal lot across the street on South Robert Trail has 27 parking spaces.

From the metro area take 35E south, exit on Pilot Knob Road and go south (right) about 4.5 miles to the stop light at County Road 38 (also known as McAndrews Road). Turn left (east) onto County Road 38 and follow it to Hwy 3/South Robert Trail. Turn right (south) onto Hwy 3/South Robert Trail. The Steeple Center will be located approximately 2.5 miles south on Hwy 3/South Robert Trail, on your right side.

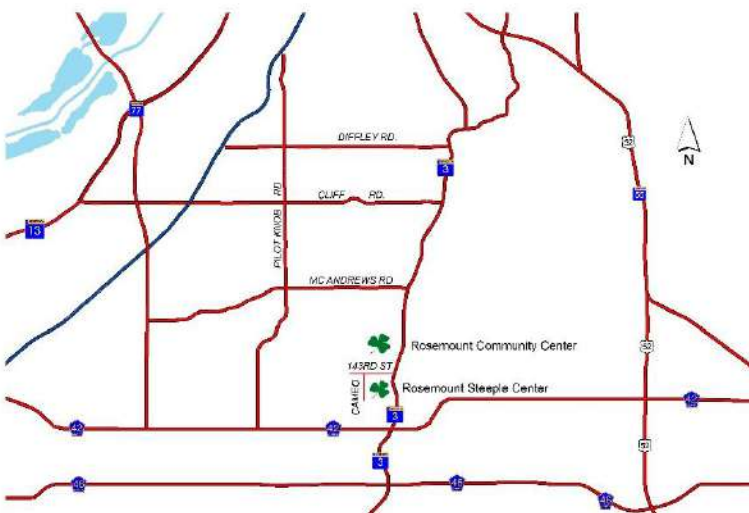
From St. Paul, take 94 to 52 south to County Road 42 (Co Rd 42 is the first Rosemount exit). Go right (west) on County Road 42 to the stoplight at Hwy 3/South Robert Trail. Go right (north) about 1/2 mile. The Steeple Center is just north of the Robert Trail Library on the left.

Take 35W, south to County Road 42 east or left, go about 8 miles to Hwy 3, then turn left (north). The Steeple Center will be located approximately 1/2 mile north on Hwy 3 on your left side, just north of the Robert Trail Library.

From 35E, exit on MN-77/Cedar Ave. South. Take the County Road 38 East exit (Zoo exit - also known as McAndrews Road) and go 5.5 miles east on CR-38. You will come to a stop light at a T-intersection. This is Hwy 3/South Robert Trail. Turn right and go about 2.5 miles. The Steeple Center will be on the right side of the road.

Fastest directions from 494

From 494, merge onto MN-77/Cedar Ave. South (takes you past the Mall of America) and go about 7 miles. Take the County Road 38 East exit (Zoo exit - also known as McAndrews Road) and go 5.5 miles east on CR-38. You will come to a stop light at a T-intersection. This is Hwy 3/South Robert Trail. Turn right (south) and go about 2.5 miles. The Steeple Center will be on the right side of the road.



Steeple Center Parking

The Steeple Center parking lot is a shared lot with The Rosemount Senior Living facility and is accessible from Cameo Ave. Additional parking is located on the street along South Robert Trail, street parking on Cameo Ave, and the municipal lot across the street on South Robert Trail has 27 parking spaces.

