

**RESOLUTION NO. 13-103**

**RESOLUTION ESTABLISHING CERTAIN FEES AND CHARGES  
FOR USE OF THE CITY CENTER FACILITIES**

**WHEREAS**, the City Center complex was built with banquet facilities allowing for the senior dining program; and

**WHEREAS**, these facilities will be available for public rental; and

**WHEREAS**, the conference rooms and other rooms will be available for public use; and

**WHEREAS**, it is in the best interest of the City that costs of services be borne to the extent practical by the users of those services; and

**NOW, THEREFORE, BE IT RESOLVED** that the following fee schedule be adopted for reservations made after January 1, 2014, for the use of the City Center facilities.

**2014 Services & Fees**

	<u>Mon-Thurs</u>	<u>Friday*</u>	<u>Saturday*</u>	<u>Sunday</u> <u>4 hr block</u>
Banquet Facility				
• Coon Rapids Civic, Athletic or Public	\$215	\$(1)	\$745	\$(1)
<i>Additional hourly rate if needed</i>	\$27	\$55	N/A	\$55
• Coon Rapids Resident, Coon Rapids Non-Profit or Coon Rapids Business	\$355	\$740	\$1235	\$260
<i>Additional hourly rate if needed</i>	\$45	N/A	N/A	\$65
• Non-Resident	\$410	\$860	\$1365	\$300
<i>Additional hourly rate if needed</i>	\$50	N/A	N/A	\$75
Civic Rooms A & B rental rates:				
• Coon Rapids Civic, Athletic or Public	\$100	\$165	\$550 (1)	\$120
• Coon Rapids Resident, Non-Profit or Business	\$180	\$400	\$550	\$120
• Non-Resident	\$220	\$475	\$630	\$160
<i>Additional hourly rate if more needed</i>	\$65	\$70	\$75	\$35
Training Room rental rates:				
• Coon Rapids Civic, Athletic or Public	\$40	\$75	\$115 (1)	\$40
• Coon Rapids Resident, Coon Rapids Non-Profit or Coon Rapids Business	\$75	\$100	\$115	\$40
• Non-Resident	\$90	\$115	\$135	\$48
<i>Additional hourly rate if more needed</i>	\$25	\$35	\$45	\$10

	<u>Mon-Thurs</u> <u>4 hr block</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u> <u>4 hr block</u>
Kitchen rental rates	\$75	\$75	\$80	\$75
Alcohol service (up to 7 hours on Fri and Sat)	\$300	\$525	\$525	\$300
<i>Additional hourly rate</i>	\$75	\$75	\$75	\$75
Auditorium Style set-up				
• Full banquet/	\$110	\$110	\$110	\$110
• One room	\$55	\$55	\$55	\$55

(1) \$55 per hour for all or portions of Civic A, B and Training, to a maximum of \$165.

- Monday –Thursday and Sunday rates are based on a 4 hour rental.
  - Friday and Saturday Banquet Facilities Package prices include Civic Rooms A & B, Training Room, Kitchen, Arts & Craft Room, Conference Room 5, easel, screen, projector, microphone.
  - Friday rate is based on 8 hour rental.
  - Saturday rate is based on a 16 hour rental.
  - Sunday is an hourly rental with a 4 hour minimum to start.
- \* Banquet facility cannot be split up until 6 months prior to event date.

Note: 25% discount allowed if Banquet Rooms are reserved 45 days or less from date of event.

#### CONFERENCE ROOMS, ARTS & CRAFTS ROOM AND RECREATION ROOM:

##### Rental rates:

- Coon Rapids Civic, Athletic or Public month. No Charge up to 8 hours per Additional hours are \$15 per hour.
- CR Resident, CR Non-Profit or CR Business (Mon-Thurs) \$40 for first 4 hours Additional hours are \$15 per hour
- CR Resident, CR Non-Profit or CR Business (Fri-Sun) \$60 for first 4 Additional hours are \$15 per hour
- Non-Resident (Monday-Thursday) \$50 for first 4 hours Additional hours are \$15 per hour
- Non-Resident (Friday-Sunday) \$75 for first 4 hours Additional hours are \$15 per hour

DAMAGE DEPOSIT:

- \$500 for Banquet Rooms – due 30 days prior to event
- \$250 for Civic Rooms A & B – due 30 days prior to event
- \$175 for Civic Room A or B – due 30 days prior to event
- \$75 for Training Room – due upon application
- \$50 for Conference Rooms – due upon application

EQUIPMENT RENTALS RATES (including sales tax):

- projection screen\* \$5
- white board easel\* \$5
- regular easel\* \$5
- microphone\* \$10
- slide or overhead projector\* \$5
- LCD projector, DVD/VCR player \$50
- small TV/VCR\* \$5
- piano \$50
- grills \$20 each
- coffee maker\* \$10
- tablecloths (round and 8 foot) \$4.50 each
- napkins \$.45 each
- plates \$0.50/item; replacement cost \$5.00/item
- coffee cups \$0.50/item; replacement cost \$5.00/item
- goblets \$0.50/item; replacement cost \$5.00/item
- coffee servers \$3.00/item; replacement cost \$15.00/item
- pitchers \$1.00/item; replacement cost \$5.00/item
- salt and pepper shakers \$1.50/set; replacement cost \$4.00/set
- chocolate fountain \$20.00; replacement cost \$50.00
- punch bowls \$5.00/each; replacement cost \$40.00/item
- mirror squares \$1.00/each; replacement cost \$5.00/item
- ice votives \$.50/each; replacement cost \$2.00/item
- wedding chairs \$3.50 /each; replacement cost \$55/item

\*Civic, Athletic and Public exempt.

Adopted by the Coon Rapids City Council this 19th of November, 2013.

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Tim Howe, Mayor

ATTEST:

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Catherine M. Sorensen, City Clerk