

Facility Reservations – General Information

Reservations

- Reservations will be issued only in the name of the person on the rental application form. Stated individual/organization will be the responsible party for all communication between rental and facility staff.
- Reservations are not confirmed until a completed rental application is received.
- All fees are due by rental date, minus the deposit amount.
- Groups reserving the space must have a current signed rental application. Ongoing applications must be signed annually.
- Rental time should include set-up/clean-up times.
- If additional hours are needed for cleaning, permit holder will be billed at a rate of \$32/hour.
- The City of Edina reserves the right to terminate any rental applications due to facility damage, complaints received and/or for any other reasons deemed necessary.
- The City of Edina reserves the right to make room changes as needed to better accommodate the groups using the facility.
- City observed holidays and requests outside of rental hours are available for rent, pending staff approval.
- The City of Edina reserves the right to priority scheduling.

Facility Rental Terms & Conditions

Use of Facility

The renter shall abide by the following rules with regard to the use of the facility:

1. Applicant understands and agrees that fees paid by Applicant are non-refundable.
2. This application may not be assigned or transferred. Also, the Facility premises may not be sublet by Applicant.
3. Edina Senior Center is smoke free.
4. Disorderly conduct is prohibited and punishable by ejecting disorderly persons from the Facility. The Renter shall be solely responsible for supervising the conduct of the members of its group. Renter is financially responsible for any damages caused by members of its group.
5. The Renter shall use only those room(s) and/or area(s) stated on this Application.
6. The Renter shall leave the room(s) and/or area(s) used in a clean, orderly fashion, including replacing items that were moved.
7. The Rental shall organize its activities to conclude at the time stated on this application.
8. Edina Senior Center reserves the right to alter or change interior site arrangements and locations deemed necessary by the management as overall center programming dictates up to and including 24 hours prior to rental.
9. The Renter assumes full responsibility for any damage caused or unlawful act committed in connection with the Renter's use of the Facility.
10. Activities and events sponsored by individuals, agencies, organizations or groups shall not discriminate contrary to the laws of the State of Minnesota, and, without limitation, shall not discriminate against any person on the basis of sex, race, creed, religion, color, national origin, age, marital status, economic status or disability.
11. Gambling of any nature is prohibited.
12. Sound levels for bands and audio equipment will be required to be controlled and maintained at a level set by center Management. All music will cease 30 minutes prior to rental ending time.
13. Please do not tape, nail or tack any items to the walls.
14. No confetti, streamers, birdseed, rice, glitter, etc. allowed inside or outside of the Senior Center facility.
15. Candle use of any kind is prohibited.
16. There are no kitchen facilities available for food preparation or storage. Serving meals/food is not allowed in Classrooms 3 & 4, Grandview Room and the Sherwood Room. However, box lunches/light snacks may be considered with prior approval of management at the time of reservation. If food is approved, it is only allowed within the confines of the reserved room and not in the public lobby areas. Please dispose of remaining items in a waste/recycle container before leaving the room.

Cancellation/Refund Policy

- All refund request will be assessed a \$5 administrative fee.
- Full refunds are given only when a reservation is cancelled by the Edina Senior Center.
- No refunds will be given for cancellations requested less than five business days prior to start of a reservation.