

Community Center Usage Policies

Updated 2022

Welcome to the Crosslake Parks and Recreation Department and the Crosslake Community Center. This center provides a central gathering place for the Community to participate in recreational and leisure-time pursuits. The Crosslake Community Center is available to the public for meetings, parties, and special events. Certain policies are needed to ensure the proper use and control of the facility so that all people may equally enjoy it.

- A. The Crosslake community Center may be reserved in hour blocks. The hours may vary with the seasons. Please check with the Community Center regarding the exact hours of operation. An additional fee of \$20/hour is charged for events beginning or ending after the hours of operation.
- B. A cleaning/damage deposit, (\$50.00/meeting rooms, \$100.00/gym), is required by groups utilizing the facility. If the facility is left clean and in good condition, the deposit will be returned. If not, the group will be charged the actual cost of cleaning and/or forfeit their deposit. Deposits must be made with a separate check and can be picked up on the Tuesday following the event.
- C. Any request for special room arrangements will be charged a fee of \$20.00 per hour plus the regular rental fee and must have prior approval from the Parks and Recreation Director.
- D. The Community Center or meeting rooms in the Community Center may not be reserved for more than 4 meetings per month by the same organization for the same basic purpose. Any organization wishing to reserve the center for set dates running throughout the calendar year must place in writing such requests (listing dates, times, group name, function of meeting, approximate attendance and the person responsible). This request must be sent to the Parks and Recreation Department on or before December 1st for the coming calendar year.
- E. Every group utilizing the facility must have competent adult leadership (and be at least 21 years of age). The individual signing the reservation form is considered responsible for the group's conduct while using the facility. To ensure adequate building maintenance and security, all events scheduled outside of the regular building hours must be staffed by a Community Center employee at the expense of the group.

Reservation/Cancellation Policy:

Reservations will not be accepted without the required deposits and rental fee. Reservations must be made 14 days in advance. The Park and Recreation Director reserves the right to make exceptions to the 14-day reservation requirement. Cancellations must be made 7 days in advance of scheduled reservation date. Failure to do so will result in the loss of the rental fee.

Indemnification/Hold Harmless:

To assure the City is indemnified and protected from liability claims that may arise out of activities sponsored by a third party, indemnification/hold harmless statements and or insurance certificates may be required, and if so, must be received from sponsors 30 days prior to the scheduled event.

Indemnification and insurance are required of reservation groups if:

- *Groups will have special apparatus or equipment that presents an unusual risk.
- *Groups are commercial endeavors for the sole benefit of the sponsor.
- *Groups event is conducted by a third party sponsor and open for general public participation.