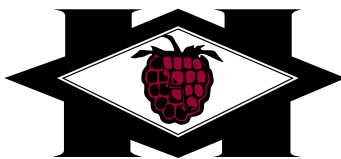


# Hopkins Activity Center Facility Use Guidelines



City of Hopkins

33 14th Ave N • Hopkins, MN 55343 • 952.939.1333 • 952.939.1342 (fax)

[www.hopkinsmn.com/hac/](http://www.hopkinsmn.com/hac/)

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## 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.

## Application Procedure

- A. Applications are available by calling 952-939-1333 or online at [www.hopkinsmn.com/hac/](http://www.hopkinsmn.com/hac/).
- B. Read through the entire application packet 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 the application along with a picture ID and the damage deposit. A copy of the ID is placed in the applicant's file.
- E. Application, ID, and damage deposit must be submitted at least 21 working days in advance of the reservation date to be guaranteed consideration of usage. Applications submitted less than 21 days prior to the event date will be considered, but there will be no guarantee of usage.
- F. Applicants must be 18 years old or older.

## Application/Event Confirmation Procedure

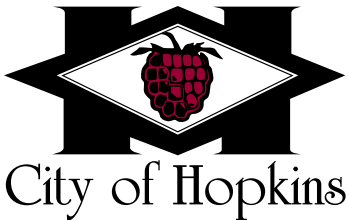
- A. Applicants will be notified 2-3 working days after the application/request is properly submitted to inform the applicant that we have received their request and the availability of their event date and time.
- B. Written confirmation and a bill for rental will be sent out upon approval of the applicant's 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.

## 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 may request a reservation in person, by mail, fax, e-mail or by telephone no less than twenty-one (21) days in advance of the desired reservation date to be guaranteed consideration of usage. Request submitted less than 21 days prior to the event date will be considered, but there will be no guarantee of usage. Active applications are those that have an application on file, a 100% damage deposit submitted, and there are no outstanding fees.
- C. See "Application/Event Confirmation Procedure" A, B, and C.

## Notes

- A. The Hopkins Activity Center accepts cash, checks, VISA or Mastercard for damage deposits and rentals. The name of the individual or organization making the application must appear on the front of the check or credit card. All checks are cashed, including checks for the damage deposit. Checks are payable to "Hopkins Activity Center."
- B. All applicants are charged a fee according to their classification and the room being used. See "Classification of Users", page 11, and "Fee Schedule", pages 13 and 14. All-day and multiple day rental plans are available upon request.



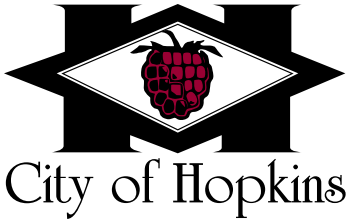
## Hopkins Activity Center – Facility Use Guidelines

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- C. Do not expect to be let into the building or into the room you are using any sooner than the time you have indicated on your application. You are also expected to exit the building by the time indicated on your application. Failure to do so will result in additional fees assessed.
- D. Activities intended to be played outdoors; i.e. softball, baseball, soccer, lacrosse, etc. will not be allowed in the facility with its intended equipment. Nerf balls may be used in the case of kickball or bombardment type games.
- E. The Hopkins Activity Center will cancel all activities, due to inclement weather, when the Hopkins City Hall closes and/or the Hopkins School District. 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 a message machine will do it for us. It is your responsibility to call during inclement weather to inquire if we are open. The Activity Center will not call you if they are closed.
- F. The Hopkins Activity Center is owned and operated by the city of Hopkins.

### Rules & Regulations

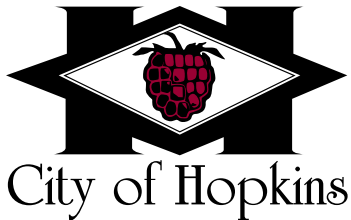
- A. All applications shall be revocable and shall not be considered a lease.
- B. The Activity Center reserves the right to cancel an application due to false information or violation of any rules and regulations.
- C. All city and state ordinances and laws must be observed; i.e. city curfew ordinance, #950:10, 950:05, etc.
- D. Usage of liquor, illegal chemicals and tobacco products on the premises is forbidden.
- E. Disorderly conduct of any kind is prohibited.
- F. Applicants are responsible for the actions of their guests.
- G. All users will comply with the Hopkins Activity Center's Offensive Behavior Policy. A copy is available upon request.
- H. Applicants who send out announcements or advertisements of their event must send the Activity Center a copy prior to printing. Failure to do so may result in the loss of 50% of the applicant's damage deposit. See page 8 for guidelines.
- I. Damage deposits cannot be used towards payment of the rental fees due.
- J. Damage 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 there are no outstanding charges.
- K. All rental fees are due five (5) working days prior to the reservation date. If payment is not received by the due date, the applicant loses ½ of the applicant's damage deposit and possible future scheduling privileges.
- L. Any outstanding charges incurred during the activity will be billed directly to the applicant and must be paid before damage deposit is returned or additional reservations may be used or approved.
- M. There will be no storage at the center. The Center is not responsible for any items left at the facility.
- N. Applicants must inform their participants of information included in these guidelines including the "Parking Guidelines" on page 8 and "Parking Map" on page 9. Applicants must inform their participants on where they are permitted to park around the Hopkins Activity Center.
- O. The Hopkins Activity Center will do what is reasonable and fair when a group cancels at the last minute. We cannot guarantee a refund. The applicant must speak with a staff person prior to the reservation time to be guaranteed any type of refund.
- P. An applicant is considered a "no show" if they have not shown up at their scheduled time. The reservation is held ½ hour past the application's scheduled time and then that reservation becomes void. There will be no rental refund, a loss of 50% of the damage deposit, and possible loss of future reservations requests.
- Q. All applicants must check in at the office as they enter the building to receive any equipment, messages, attendance report.
- R. Monday–Thursday, all users shall vacate the building by 9:00 pm, while on Friday, Saturday. and Sunday all users shall vacate the building by 11:00 pm.



## Hopkins Activity Center – Facility Use Guidelines

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- S. Activities must confine themselves to the room(s) assigned to their use. Children brought by participants must also confine themselves to the room(s) assigned to the parent's activity.
- T. 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.
- U. Users are responsible for asking staff on duty at their event for equipment they requested on their application.
- V. Any group desiring to use the kitchen and/or have food at their activity must abide by the "Food Use Guidelines". See pages 4 and 5.
- W. All decoration plans must be submitted and approved.
- X. Users are responsible for setting up and taking down of their event.
- Y. The use of any city equipment or personal equipment to be brought in must be noted on the application and approved.
- Z. The Center staff may request a picture ID from participants at any time to confirm residency requirements. If an adult does not present a proper identification when asked, they will be considered a non-resident.
- AA. Report any damage you find or damage you have caused immediately to the office. If you have spilled something that additional tools (broom, vacuum, wet mop, carpet cleaner) is needed to clean up properly, inform the building supervisor.
- BB. It is NOT the responsibility of the center staff to put rooms back into their original order or to clean up the rooms after each user. It is the responsibility of the user. The center staff will assist in any way possible when asked by the user. Maintenance staff will do general cleaning such as vacuuming, mopping, sanitizing, dusting, etc. Therefore, before leaving the facility, it is the responsibility of the user to:
  - Return the room to the order in which it was found. If you moved it, move it back. If you brought it in, take it back out with you. If you unlocked it, lock it.
  - Return all equipment properly. If you got it out, put it back. If it is not working properly, tell the office.
  - Clean up. If you messed it up, you clean it up. Debris from tables, counters, carts, chairs and floor. Spills on tables, counters, carts, chairs and floor. Coffee pots cleaned out and wiped out. Coffee mugs, plates, or utensils prepared for washing.
  - Deposit excessive garbage in the dumpster outside. Garbage is excessive when the container is at least half full or if something is placed in the garbage with an odor.
  - Garbage that cannot fit into the dumpsters with the lid-closed shut, must be taken with the applicant.



# Hopkins Activity Center – Facility Use Guidelines

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## Food Use Guidelines

- A. Potlucks are permissible as long as the event is not open to the public.
- B. Concessions and temporary food stands are permissible as long as the operator receives a Temporary Food License from the City of Hopkins.
- C. Events open to the public must use a licensed caterer.
- D. The caterer must provide a copy of A Caterer's License from the City of Hopkins.
- E. Commercially prepared refreshments are permissible.
- F. Food can be prepared/cooked in the kitchen, with additional guidelines, but the user must provide everything they need to prepare/cook and serve the food for their event. This includes cooking items, serving items, tablecloths, plates, silverware and glassware.
- G. Use of just the refrigerator or freezer is not permissible without renting the entire kitchen.
- H. Applicants must provide adequate help for preparation, serving and clean up.
- I. Applicants must allow sufficient amount of time for clean up; dishes, floors, tabletops, countertops, etc.
- J. The applicant must dispose of all garbage in the dumpsters outside. Garbage that cannot fit into the dumpsters with the lid-closed shut, must be taken with the applicant.
- K. Food or drink containing red dye is prohibited except if being served in the Multi-Purpose/Gym Rooms.
- L. The Hopkins Activity Center vended refreshments will remain in operations during your event.

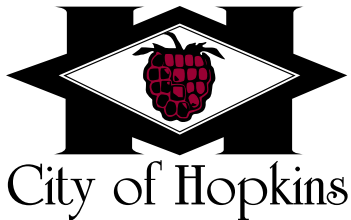
## Hours of Operation

- A. The business office is open Monday through Thursday, 9:00 am to 3:00 pm.
- B. The facility's hours:  
Weekday hours of operation are: Monday, Tuesday, Wednesday & Thursday 9:00 am – 9:00 pm  
Weekend hours of operation are: Friday, Saturday & Sunday 8:00 am–11:00 pm
- C. The facility is open during weekday and weekend hours of operation only when requested to be.

## Equipment

The following equipment is available on a first come, first serve basis for your use. Desired equipment you desire for your event must be indicated on your application:

Folding chairs (168)	Video project (1)	Serving carts (5)
Card tables	CD/tape player (1)	Coffee makers (30 cup) (60 cup) (100 cup)
Piano (1 upright)	Television/VCR (2)	5' round tables (8) (sits 7 nicely, 8 crowded)
Public address system (2)	Refrigerator	6' rectangle tables (12) (sits 6 nicely, 8 crowded)
Podium (1)	Freezer	Billiard table (Game Room must be rented)
Waste containers	Gas oven	Video/foosball/table games (Game room must be rented)
Screen	Gas stovetop	Volleyball net & standards (Multi-Purpose/Gym must be rented)
Slide projector (1)	Convection oven	
Overhead projector (1)	Dishwasher	



# Hopkins Activity Center – Facility Use Guidelines

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## Using The Hopkins Activity Center Name In Your Advertising

- A. If you wish to use the Hopkins Activity Center name or phone number in any advertising or in any printed manner you must have written permission from the Hopkins Activity Center.
- B. This requirement ensures that the public is given clear and consistent information about the Activity Center. By working together we can avoid misunderstandings on the part of the public and offer the best possible service.
- C. Not following these procedures will affect future reservation requests.
- D. It must be made clear the Hopkins Activity Center serves as the location for the event and sponsored by your organization.
- E. State our complete name as: Hopkins Activity Center. Subsequent references can use: Activity Center.
- F. Use the following information:

### Directions

The Hopkins Activity Center is located at 33-14th Avenue North in downtown Hopkins. From Hwy 169, take Hwy 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 street parking. Additional parking is available across from the Activity Center at Maetzold field, at the northeast corner of 1st Street North.

- G. Send a copy of all advertising materials to us before going to print by mail, fax, or e-mail.
- H. The Activity Center will review the information and return your copy back with any corrections and written permission.

## Rooms

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

### Harmony Hill

- 24 chairs
- 10 – 36"x36" tables

### Library

- 1 – 6' table
- 6 cloth chairs
- Visual Display Board with marker board, bulletin, screen

### Lounge

- 6 square tables
- 24 chairs
- Vended food
- Sink/counter area
- Television
- 2 couches
- 2 settees

### Kitchen

- Gas oven
- Convection oven
- Gas stove
- Refrigerator/freezer
- Serving carts
- Serving and prep counters

### Fitness Room

### Raspberry North

- 32 cloth chairs
- 8 tables (36" x 36")
- Refreshment prep area without a sink
- Additional tables and chairs are available

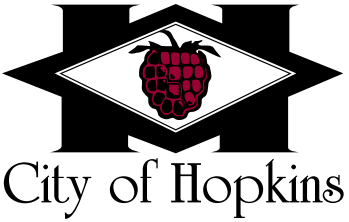
### Raspberry South

- 12 cloth chairs
- 3 tables (36" x 36")
- Visual Display Board with marker board, bulletin board, and screen
- Refreshment prep area with sink
- Additional table & chairs are available

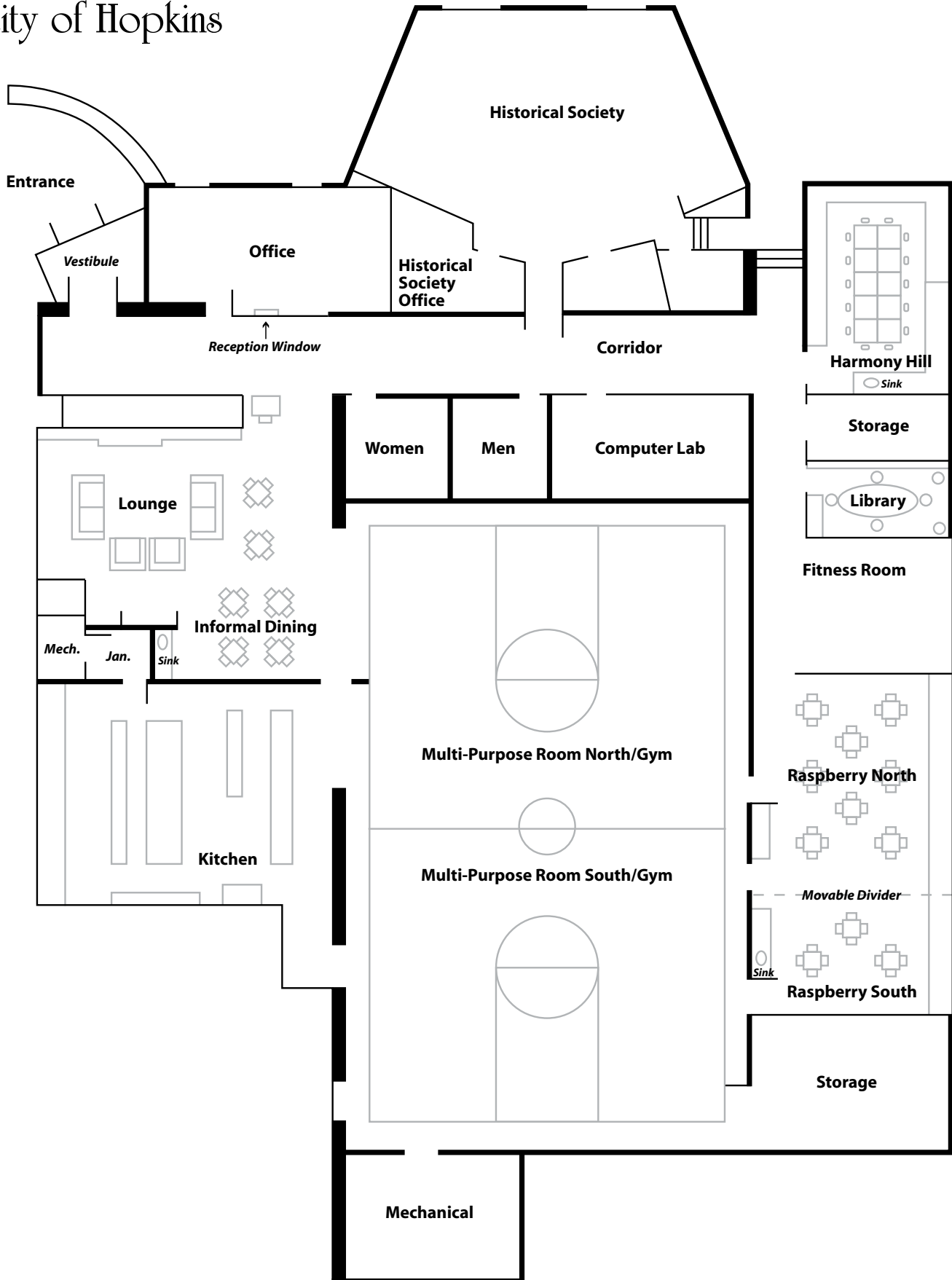
### Multi-purpose North/Gym and Multi-purpose South/Gym

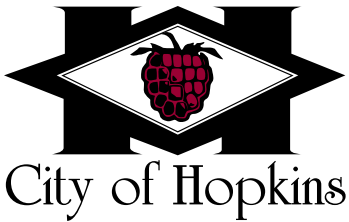
- 2,000 square feet each
- ½ basketball/volleyball court each
- 1 basketball rim each
- Screen each
- Capacity of people – 133 each
- North and South can be opened to make a large room of 4,000 square feet and serve 266 people and make a full basketball or volleyball court

\*Note: The Multi-purpose Rooms/Gym may be reserved in the following weekday evenings time slots: 4:30–6:00 pm, 6:00–7:30 pm, and 7:30–9:00 pm.



# Hopkins Activity Center – Facility Use Guidelines

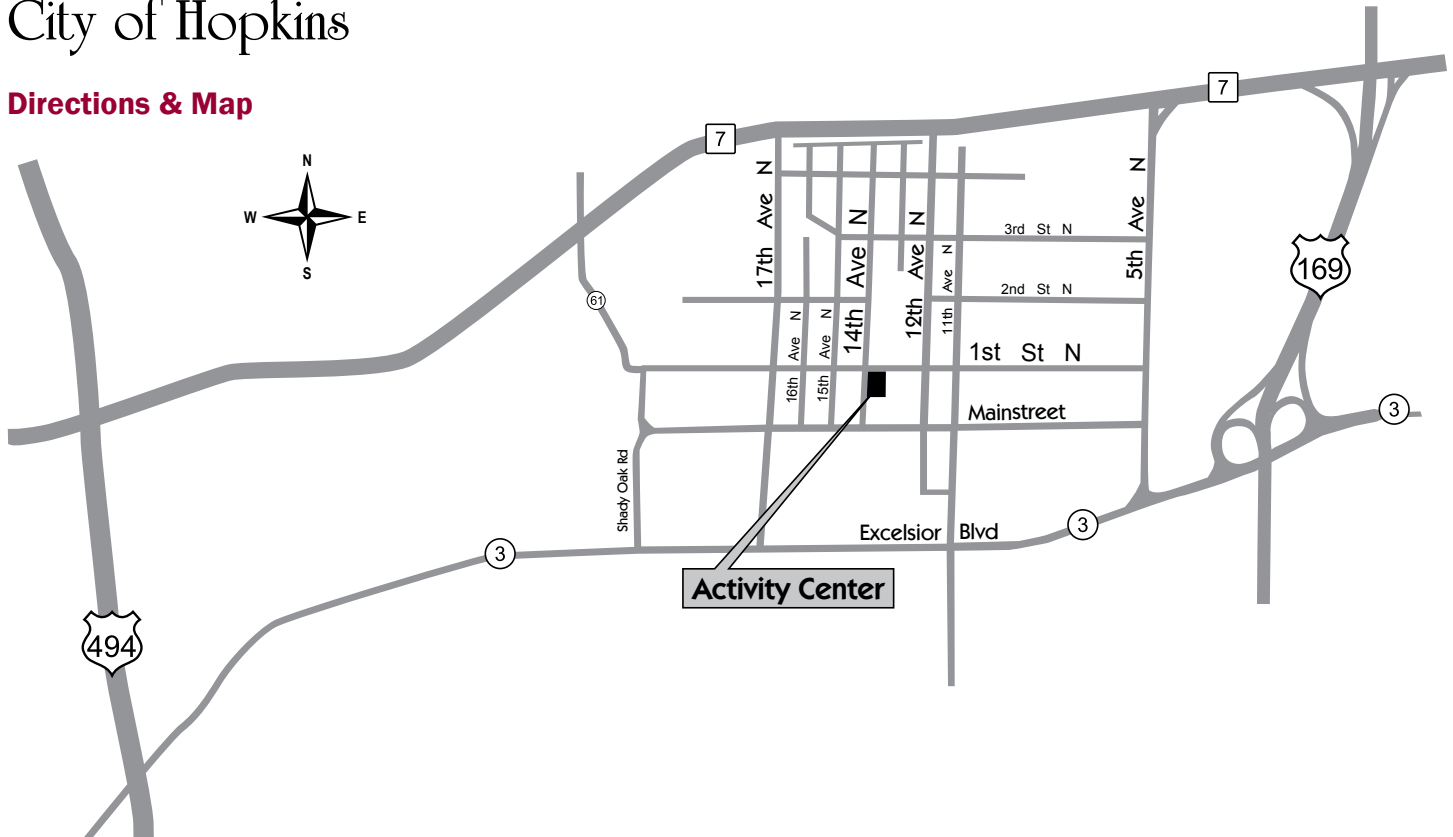




# Hopkins Activity Center – Facility Use Guidelines

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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

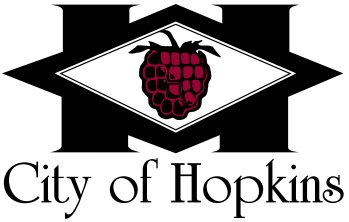
Highway 7 West to 12th Avenue North. Turn left onto 12th Avenue North. Go to 1st Street North and turn right. Go to 14th Avenue North and turn left. The Activity Center is on your left.

### 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.

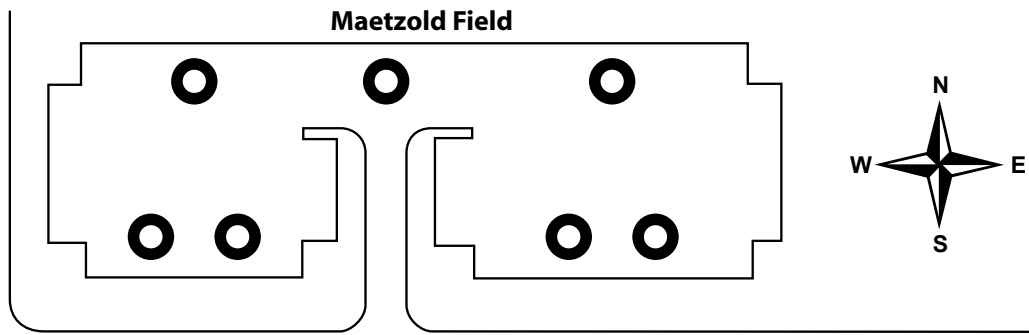
## Parking Guidelines

- A. The diagram on page 8 will inform you where participants 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 “Assigned Raspberry Ridge Residents Parking.” Please respect the apartment and townhomes 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 the Raspberry Ridge Cooperative. Parking In “Assigned Raspberry Ridge Residents Parking” areas may result in your car being towed at your expense by Raspberry Ridge Cooperative. It’s over \$200 to retrieve a towed automobile.
- F. The Activity Center is assigned 21 parking spaces in the lot north of our main entry, exclusively for the Activity Center’s participants.
- G. Participants may also use the entire 14th Avenue and the Maetzold Field lot to park.

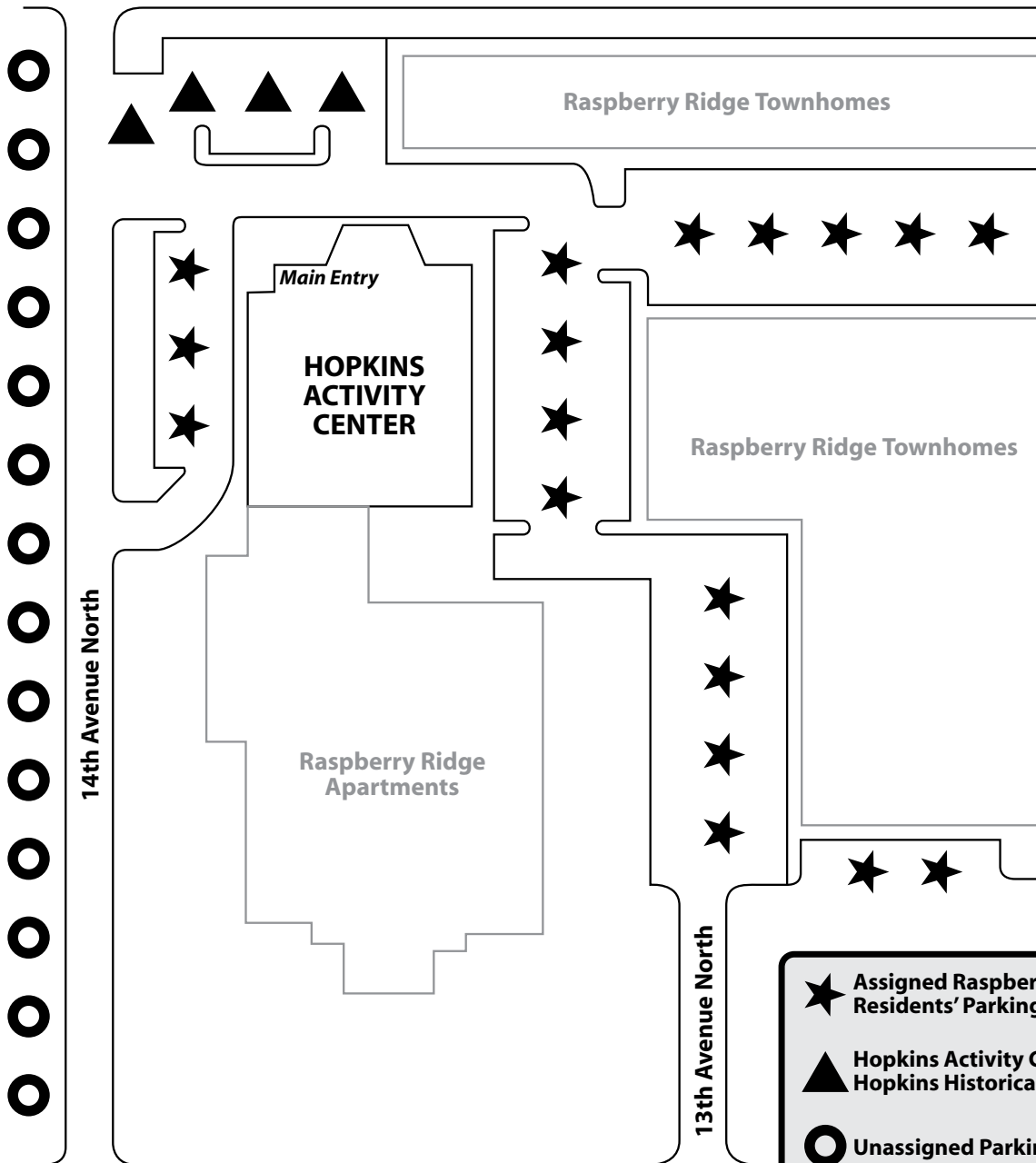


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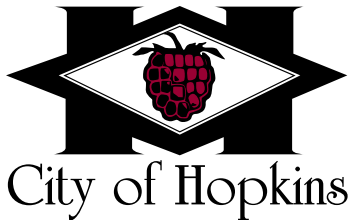


1st Street North



- Assigned Raspberry Ridge Residents' Parking Only
- Hopkins Activity Center and Hopkins Historical Society Parking
- Unassigned Parking

Mainstreet



## Hopkins Activity Center – Facility Use Guidelines

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### User Classifications

#### A. City of Hopkins Sponsored

Police Department, Fire Department, Recreation Service, Depot Coffee House, Pavilion, and Hopkins Center for the Arts, etc.

- Meetings, training, open houses open to the public where there are no charges to the participant

#### AA. City of Hopkins Sponsored

- Meetings, training, open houses open to the public where there is a charge to the participant

#### B. Community Use

Hopkins residents, Hopkins Civic Organizations, and Community Service Organizations

- Meetings and training open to the residents of Hopkins where there are no charges to the participant
- A family (parent/guardian and their immediate family members) occasional recreation time
- Community Service Organizations might not be based in Hopkins, but reaching out to service Hopkins residents and there are no charges to participants attend the activity.

#### BB. Community Use

Hopkins residents, Hopkins Civic Organizations, Community Service Organizations

- Meetings, training and events open to residents of Hopkins and there is a charge to the participant
- Family or membership social gatherings, birthday party, wedding, funeral, or anniversary receptions

#### C. Hopkins School District Boundaries

Hopkins School District Residents, Faith Community, Educational Agencies

- Meetings, training, and events open to the public where there is no charge to the participant.

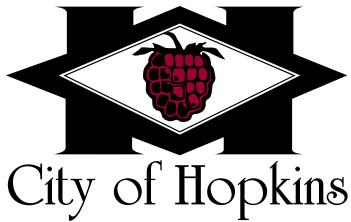
#### All Youth and Adult Sports Practices and Games

- Teams that are not underwritten by a business or organization

#### D. Other

Businesses, Non-Resident, etc.

- Using the facility to promote or make a profit for themselves or others
- Use by non-Hopkins School District residents
- Events that do not meet the above criteria



# Hopkins Activity Center – Facility Use Guidelines

## Fee Schedule

### Daytime Hours of Operation (Monday–Thursday, 9:00 am–3:00 pm)

	A	AA	B	BB	C	D
Damage Deposit	\$0	\$0	\$75	\$75	\$75	\$75
Multi-Purpose Gymnasium (North)	\$0/hr	\$5/hr	\$5/hr	\$10/hr	\$10/hr	\$20/hr
Multi-Purpose Gymnasium (South)	\$0/hr	\$5/hr	\$5/hr	\$10/hr	\$10/hr	\$20/hr
Computer Lab	\$0/hr	\$5/hr	\$5/hr	\$10/hr	\$10/hr	\$15/hr
Harmony Hill	\$0/hr	\$5/hr	\$5/hr	\$10/hr	\$10/hr	\$15/hr
Library	\$0/hr	\$5/hr	\$5/hr	\$10/hr	\$10/hr	\$15/hr
Raspberry Room (North)	\$0/hr	\$5/hr	\$5/hr	\$10/hr	\$10/hr	\$15/hr
Raspberry Room (South)	\$0/hr	\$5/hr	\$5/hr	\$10/hr	\$10/hr	\$15/hr
Kitchen	\$0/hr	\$5/hr	\$5/hr	\$10/hr	\$10/hr	\$15/hr
Lounge	\$0/hr	\$5/hr	\$5/hr	\$10/hr	\$10/hr	\$15/hr

Rates are for the first room; each additional room is \$5/hr for all rooms.

### Evening Hours of Operation (Monday–Thursday, 3:00–9:00 pm)

	A	AA	B	BB	C	D
Damage Deposit	\$0	\$0	\$75	\$75	\$75	\$75
Multi-Purpose Gymnasium		\$20/hr	\$20/hr	\$25/hr	\$25/hr	\$35/hr
Computer Lab	Building Supervisor and cleaning costs	\$15/hr	\$15/hr	\$20/hr	\$20/hr	\$30/hr
Harmony Hill		\$15/hr	\$15/hr	\$20/hr	\$20/hr	\$30/hr
Library		\$15/hr	\$15/hr	\$20/hr	\$20/hr	\$30/hr
Raspberry North & South		\$15/hr	\$15/hr	\$20/hr	\$20/hr	\$30/hr
Kitchen		\$15/hr	\$15/hr	\$20/hr	\$20/hr	\$30/hr
Lounge		\$15/hr	\$15/hr	\$20/hr	\$20/hr	\$30/hr

Rates are for the first room; each additional room is \$10/hr for all rooms.

### Weekend Hours of Operation (Friday, 8:00 am–Sunday, 11:00 pm)

	A	AA	B	BB	C	D
Damage Deposit	\$0	\$0	\$75	\$75	\$75	\$75
Multi-Purpose Gymnasium		\$25/hr	\$30/hr	\$35/hr	\$35/hr	\$45/hr
Computer Lab	Building Supervisor and cleaning costs	\$25/hr	\$30/hr	\$35/hr	\$35/hr	\$45/hr
Harmony Hill		\$25/hr	\$30/hr	\$35/hr	\$35/hr	\$45/hr
Library		\$25/hr	\$30/hr	\$35/hr	\$35/hr	\$45/hr
Raspberry North & South		\$25/hr	\$30/hr	\$35/hr	\$35/hr	\$45/hr
Kitchen		\$25/hr	\$30/hr	\$35/hr	\$35/hr	\$45/hr
Lounge		\$25/hr	\$30/hr	\$35/hr	\$35/hr	\$45/hr

Rates are for the first room; each additional room is \$10/hr for all rooms.