

# Center for the Arts Facilities Rental Use Agreement

**PLEASE NOTE**

**Access to the Bloomington Center of the Arts' facilities may be denied without this signed form on file.**

Violations of City Ordinances are misdemeanors and can result in revocation of permit or arrest. City of Bloomington functions have priority over community activities and all permits shall be revocable by the City of Bloomington.

Return completed form to:  
Attn: Recreation Supervisor  
Center for the Arts  
1800 W. Old Shakopee Road  
Bloomington MN 55431-3027

Organization <input type="checkbox"/> Non-profit (ST3 required)		Date completed	
Contact name		<b>CHARGES</b>	
Address	Street		TOTAL FEE \$ _____
City			DAMAGE DEPOSIT \$ _____
Zip			
Phone	E-mail	Activity/purpose/event name	
Date(s)	Time(s) Start: _____ End: _____	Estimated attendance	
		Open to public? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**FACILITY**

**CENTER FOR THE ARTS**

- A/V Tech and Equipment
- Blackbox Theater
- Children's Studio
- Council Chambers
- Crafts Studio
- Dakota Conference Room

- Drawing Studio
- Main Lobby
- Painting Studio
- Rehearsal Hall
- Schneider Theater
- Other \_\_\_\_\_

**SETUP**

**ROOM** Draw setup on separate sheet. The Center for the Arts does not provide linen and servingware.

**Seating style**

- Classroom (Tables and chairs)
- Theater (Chairs only)
- U-shaped
- Other \_\_\_\_\_

**Tables/chairs**

- 6' Rectangular tables \_\_\_\_\_
- 8' Rectangular tables \_\_\_\_\_
- 5' Round tables \_\_\_\_\_
- Chairs \_\_\_\_\_

**Quantity**

**Other**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**SCHNEIDER THEATER EQUIPMENT** Draw setup on separate sheet. Additional fees apply.

- Grand piano (Approval needed)
- Orchestra shell
- Projection screen
- Theatrical lighting

**Microphones**

- Handheld \_\_\_\_\_
- Handheld (Wireless) \_\_\_\_\_
- Lavalier (Wireless) \_\_\_\_\_

**Quantity**

Orchestra pit  Open  Closed/covered

**PORTABLE EQUIPMENT** Draw setup on separate sheet. Additional fees apply.

- Upright piano
- Podium
- Podium with microphone
- LCD projector

- Easel stand \_\_\_\_\_
- Music stands \_\_\_\_\_

**Quantity**

*Continued to back.*

**PERMIT MUST BE WITH FACILITY USER AND AVAILABLE UPON REQUEST.**

**Community Services**

Parks and Recreation  
1800 W. Old Shakopee Road  
Bloomington MN 55431-3027

PH 952-563-8877  
FAX 952-563-8715  
TTY 952-563-8740

BloomingtonMN.gov

## Facility use policy statement

The Applicant agrees and understands that the use of this City property is conditioned upon compliance with all of the terms and regulations set forth in the Facility Use Regulations, the City's policies prohibiting sexual harassment, firearms, unlawful discrimination and smoking, as well as all other reasonable City rules and policies regulating the behavior of persons on City property. The Applicant agrees to require each of his or her agents, guests and employees to abide by these rules, regulations and policies while present on the property and understands that a violation thereof will result in the immediate termination of the activity or event without refund.

## Discrimination statement

The City of Bloomington does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its services, programs, or activities. Upon request, accommodation will be provided to allow individuals with disabilities to participate in all City of Bloomington services, programs, and activities. Upon request, this information can be available in Braille, large print, audio tape and/or computer disk.

I have received, read and understood the policies, rules and regulations associated with renting a room at the City of Bloomington's cultural facilities, hereinafter referred to as "City property". I agree to abide by these policies, rules and regulations. I may not use the City of Bloomington's name in promoting my organization's or any specific company's products or services. In consideration for the use of City property for the event described above, \_\_\_\_\_, hereinafter referred to as "facility user," agrees to indemnify and hold harmless the City of Bloomington and its officials, agents and employees from and against all claims, damages, losses, expenses or personal injury arising out of or resulting from the use of City property by the organization, including its employees, agents, volunteers and participants. This agreement includes any injuries or other claims that may result from the condition of the City property. I agree to pay in advance to the City of Bloomington the agreed amount for rooms rented at the City property as specified herein. I also agree to assume full financial responsibility for any City of Bloomington property that is lost, stolen, damaged or destroyed while renting facility space at City of Bloomington cultural facilities.

**X**

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date*

### CONDITIONS REQUIRING AUTHORIZATION

- Extended hours
- Food/beverages
- Special maintenance
- Other \_\_\_\_\_

### SPECIAL NOTES:

### FINAL ACTION

- Approved
- Not approved

Comments:

\_\_\_\_\_  
*Center for the Arts Supervisor*