

Facility Guidelines

Hopkins Conference & Event Services (C&E) is here to ensure your experience with us is enjoyable, productive and safe. In order to meet those expectations, we ask that you comply with the following:

1. HCES reserves the right to review set-up of décor, exhibits, etc for safety concerns and make adjustments if needed. Please observe the following:
 - do not nail, tape, staple, tack or otherwise adhere objects to any painted, fabric, vinyl, glass, or wood surfaces, window blinds or rear projection screens. If you have a need for this, please see any of our team for assistance, ideas, or alternatives.
 - do not hang objects from the following: Light fixtures (including support structures), Air vents, and drop down projection screens.
 - do not block or prop open exterior doors or elevator doors.
 - do not block fire extinguishers; pull stations, exit signs, speakers or AED machines.
 - If you wish to use confetti or confined sand (or similar material) in your décor, please be aware that a surcharge will be assessed for cleanup.
2. Any improvements or permanent change that a user makes to school district owned equipment and furnishings will remain property of the school district upon the completion of the users permitted use of that space.
3. We ask that rooms utilized by children be strictly monitored and cleaned up appropriately at the conclusion of all events with all items being stored properly and any markings or damages reported to the building staff. If markers, crayons, play dough or any other toy being used that may damage the premises, the renter will be charged the cost of repair and/or replacement of damaged item.
4. So that we may be respectful to the various groups who may be in our building at the same time, we ask that **interior signage be confined to the users' entry points of each space being rented or inside those spaces.** Interior signage is not allowed in the lobby and/or hallways at any time because those areas are shared spaces. Please direct members of your group to view the "today's events board" and the building map for access points.

Exterior signage on the district's premises is approved on a case by case basis. If approved, the sign should be put up at the start of the event and taken down immediately at the end of the event. Furthermore, the marquee message board and the overhead signage area at the entry point to the Eisenhower Community Center are for district use only. For clarification, please contact the Facility Use Manager at (952) 988-4071.
5. If your event involves selling exhibitor space, a list of exhibitors and products sold needs to be submitted to the Sales & Marketing Manager, Conference & Event Services, at least 7 days prior to event date for approval. Conference & Event Services holds the right to disapprove specific exhibitors from participating in the event due to inappropriateness of product.
6. Unless otherwise arranged, please return all chairs, tables, and room equipment to its original set up position at the conclusion of your event, cleanup any boards or signs that may be posted and **dispose of any trash in the appropriate waste baskets provided. All table surfaces should be cleared of debris.**
7. Dumpster Fee: Large events that generate a substantial amount of garbage will be assessed a dumpster fee, which is \$115.00 per dumpster.
8. In compliance with state statutes, smoking, alcohol or guns are not allowed on any Hopkins School District 270 premises.
9. Flammable materials (i.e. gasses, etc.) are prohibited unless in containers approved by the Fire Marshall. Open flames are prohibited by law. Candles may be used, but must be in votive candleholders or hurricane lamps and must be approved by HCES prior to use.
10. Groups are allowed to provide their own food but are encouraged to utilize Royal Cuisine (RC) when possible (please contact Glen Ritter at 952.988.4002 or Glen_Ritter@hopkins.k12.mn.us for information.) If a group

needs access to district kitchen facilities, a RC staff member needs to be hired @ \$35.00/hr with a 2-hour minimum – you should book this along with the space.). Only food from a licensed caterer/restaurant is allowed in district kitchen facilities. All selling of concessions needs to be approved by Royal Cuisine.

11. Permit Application Processing Fee: A \$10 permit application processing fee will be charged to the user as a permit for space is completed. To minimize the number of processing fees, please plan accordingly all requests for use of space and request them at the same time. (This \$10.00 fee will be added to your invoice – you do not have to send it with the application.)
12. Billing Process: We send out invoices on a monthly basis to all users with account balances. Please be aware that in most cases payment of invoice should be completed within 14 days of date of invoice.
13. Payment of Accounts: The applicant understands that payments are due on the date shown on the invoice and that new facility use permits may not be issued if applicant has a past due account. The applicant further understands that if his/her group's account goes unpaid beyond the due date, full payment for any future rental will be required in advance regardless of amount.
14. Deposit/Payment Terms: The applicant understands that if the total rental fee listed on their facility use permit is less than \$500.00, he/she will be required to pay the rental fee in full when booking the event. For events over \$500.00, a 25% deposit is due upon booking the event with the balance due after the completion of the event. New customers may be asked to pay for event in full up front regardless of total cost.
15. Cancellation Policy: The applicant agrees that if an event is cancelled, he/she will be charged under the following schedule: if the event is cancelled within 10 days of the scheduled event, he/she will be charged 100% of the space rental fee.
16. The user agrees not to use any district phone numbers for any reason in the written and or verbal advertisement of their event. Directions to our buildings can be found on our website at www.hopkinsconference.com and the rental group should provide their own phone number for event attendees to call for information.
17. Because of the increased demand and use of our district facility space, we ask that all renters limit their use of space to what is listed on the permit. *Please allow extra time within your rental time to decorate, set-up, etc. We do not allow early entry into the space for these activities.* More than likely there will be other permit holders on the same day/same time for other spaces in the building and we cannot assume that space will be available for use unless previously arranged with the Facility Use Scheduler. If you find that you need more space or more time in a space, please communicate your need to the Facility Use Office and they will process that request.
18. If the user has any questions, comments or complaints about the service provided to them by the school district, they should forward that communication in writing (either by email or mail) to Susan_Easton@hopkins.k12.mn.us or Susan Easton, Hopkins Conference & Event Services Eisenhower Community Center, 1001 Hwy 7/Rm 174, Hopkins, MN 55305 or fax to 952.988.4147

The list is not exhaustive and C&E reserves the right to add items as needed

I have received, read and agree to the terms listed in the Faculty Guidelines.

(Print name)

(Name of group)

(Your signature)

(Date)

Please sign, date and return to: Susan Easton, Conference & Event Services, 1001 Hwy 7, Hopkins, MN 55305 or fax to 952.988.4147

Updated 8/25/09