



Heritage Center

www.lakevilleheritagecenter.com

A community partnership supported by the Lakeville Area Active Adults, Lakeville Yellow Ribbon and Lakeville Area Historical Society

LAKEVILLE AREA ACTIVE ADULTS

A recreation and resource building for our seniors

LAKEVILLE YELLOW RIBBON

A gathering and support center for our military veterans

LAKEVILLE AREA HISTORICAL SOCIETY

A space to preserve and honor our history

BUILDING ADDRESS

20110 Holyoke Ave.

MAILING ADDRESS

20195 Holyoke Ave.
Lakeville, MN 55044

RENTAL INFO

952-985-4623

rental_info@lakevillemn.gov



Creating
Community
through
People, Parks
& Programs

WELCOME

Thank you for your interest in the Lakeville Heritage Center. This facility serves the City's growing active adults population with recreational and social opportunities. It is a place to honor, serve and support our veterans as well as a place for individuals to preserve and participate in our community's history. As a multi-purpose community center, we strive to enrich the lives of all residents and to contribute to the quality of life and vitality of the entire community.

Facility reservations are managed by an application process. Organizations/Individuals wishing to schedule use of the facility will be required to fill out an application with the details of the event and submit payment.

The City of Lakeville reserves the right to schedule activities in the Heritage Center, as well as the right to negotiate with all Organizations/Individuals to make the best use of time available. There may be times when groups cannot be accommodated in the Heritage Center schedule.

Organizations/Individuals seeking to schedule use of the facility must be as specific as possible when requesting rooms in the facility. The use of the scheduled rooms will be for the scheduled time only. Other groups will be scheduled around and in-between reservations as space and time is available.





BUILDING HOURS

BUSINESS HOURS

Monday-Friday, 8:30am-3:30pm

CLOSED for holidays:

- New Year's Day *
- Martin Luther King Day
- President's Day
- Memorial Day
- July 4 Independence Day *
- Labor Day
- Veteran's Day *
- Thanksgiving
- Friday, day after Thanksgiving
- December 24 Christmas Eve day *
- December 25 Christmas Day *

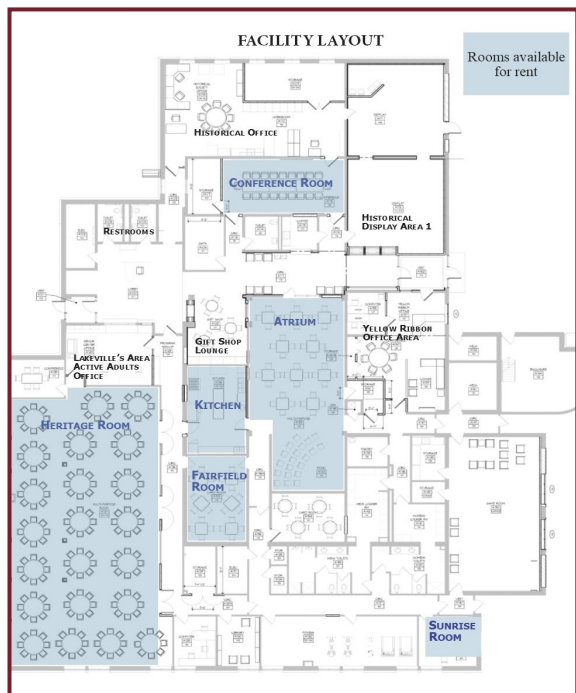
*If day falls on weekend, observed on Fri. or Mon.

RENTAL HOURS

Monday-Thursday, 8am-9pm

Friday, Saturday, 8am-12am (midnight)

Sunday, 8am-6pm



RESERVATION PROCESS

1. Read through our policies to ensure the space requested will fit your needs.
2. Complete a Facility Rental Application form; space is **not** reserved until application is received. Email form to: kgaudette@lakevillemn.gov or bring it to the Heritage Center office at: 20110 Holyoke Ave, Lakeville MN 55044.
3. If space is available, rental fee payment is required at the time the reservation is made, with the damage deposit and late check out fee due two weeks prior to rental.
4. If rental policies are followed, the damage deposit and late check out fee will be returned within 30 days following the rental period. Form of payment accepted: credit card, check or cash.
5. If using a caterer, copies of caterer's license and liability insurance naming the City of Lakeville as an additional insured is required.
6. All changes to reservations must be approved 5 days prior to event.

**WE MUST HAVE AN APPLICATION
AND RENTAL FEE PAYMENT TO SECURE YOUR DATE!**

GENERAL INFO

- Permit holder is responsible for reviewing Heritage Center Rental Policies and Fees.
- Staff is available and on premises during your rental should you have questions.
- Confetti, glitter, and candles with flame are **not** allowed, if present or observed, damage deposit will not be returned.
- No standing on furniture, counters, etc., if observed it may result in loss of damage deposit.
- Renter is expected to dispose of all garbage in garbage cans. Garbage on floors, counters etc. may result in loss of damage deposit. Staff will provide garbage cans and empty as needed.
- If event spills out into the hallways or other areas of the building (including exterior spaces) or exceeds maximum room capacity, this may result in forfeiture of damage deposit. Rental is to be contained to interior of rented space (exception is permitted food trucks).
- Damage Deposit Fee: \$250, (+\$250/kitchen), returned if space is left clean and no property damage has occurred, (i.e. food in carpet, damaged equipment, wall, flooring, ceiling, oven/stove clean etc.)
- Late Check out fee: \$50, returned if out by end time listed on permit. If time extends 30 minutes past permit time, fees are \$200/hr.



Heritage Room

- Banquet Seating up to 160
- Wall mounted 46" TV
- Pull down projector screen
- Baby Grand Piano
- Kitchen available for additional fee



Atrium Room

- Banquet or Classroom Seating up to 48
- Mounted Wireless Projector Screen
- Wall mounted 46" TV
- Kitchen available for additional fee

Conference Room

- Seating for 10-16
- Pull down Projector Screen
- Wall mounted 46" TV
- 4'x6' White board





Room	Fees	
	Lakeville Resident/Business, LAAA Member or nonprofit organizations	Non-Lakeville Resident/Business
Heritage Room	\$60 per hour (2 hour minimum)	\$70 per hour (2 hour minimum)
Heritage Room & Kitchen	\$80 per hour (2 hour minimum)	\$90 per hour (2 hour minimum)
Atrium	\$40 per hour (2 hour minimum)	\$50 an hour (2 hour minimum)
Atrium & Kitchen	\$60 per hour (2 hour minimum)	\$70 per hour (2 hour minimum)
Kitchen	\$55 per hour	\$65 per hour
<u>Multi-purpose Rooms*</u> Conference & Fairfield	\$40 per hour	\$50 per hour
All Other Rooms/Spaces*	\$40 per hour	\$40 per hour
Damage Deposit	\$250 per room	\$250 per room
Late Check Out Fee	\$50 charged prior to rental, refunded if out by time listed on permit If time extends 30 minutes past permit reservation, fees incurred are \$200 per hour	\$50 charged prior to rental, refunded if out by time listed on permit If time extends 30 minutes past permit reservation, fees incurred are \$200 per hour

*accommodate a maximum of 10-15 people

Lakeville Non-Profit Groups: Conference Room is available at no charge, up to 2 hours per month, Mon.-Fri. 8am-9pm

Reoccurring rentals eligible for a 25% rental rate reduction adjustment according to the following criteria: eligible rental hours must take place Mon.-Fri. and minimum average per month \$1000.00, per calendar year (before rental rate adjustment).



STORAGE

There is no long-term storage available at the Lakeville Heritage Center. All items and materials must leave the building immediately following the end of the rental period. The City of Lakeville is not responsible for items left at the Heritage Center following your event.

COAT ROOM

There is a small coat room located on the left side of the lobby. The Lakeville Heritage Center is not responsible for lost or stolen articles.

The following items and equipment are available for use on a first come-first serve basis:

TABLES

- (20) 60" round tables
- (40) 8'x30" mity lite tables light grey
- (14) 8'x18" mity lite tables light grey
- (7) 8'x36" folding tables on wheels, brown
- (4) 8'x30" banquet tables grey
- (3) 6'x30" banquet table grey
- (8) 3'x3' tables (4)-brown, (4)-gray

CHAIRS

- (200) chairs - armless, black mesh, stackable

OTHER EQUIPMENT

- (2) Portable coat racks, hooks only (120 coats)
- Podium- floor
- Kitchen Rental includes the following:
- (2) 100-cup coffee urns (user must provide own cups & coffee)
- (1) 30-cup coffee thermos (user must provide own cups & coffee)
- (22) Coffee servers (1 quart)
- (22) Water carafes

ITEMS AVAILABLE FOR RENT

- Portable Fender Sound System \$50
- Portable LCD Projector: \$50
- Table Linens (see below)

LINEN RENTAL

Requests for linens must be placed a minimum of 4 weeks prior to rental date.

- White, Black, or Cream colors available for table linens

Table Size	Linen Size	Cost
3'-4' Square Table	52" x 52"	\$2.75 per linen
6"-8" Banquet Table	52" x 114"	\$4.25 per linen*
60" Round Table	81" x 81"	\$4.00 per linen

- White, Black, Cream colors available for table linens
- Black and Cream must be ordered in quantities of 10
- Prices are subject to change
- Cream 52" x 114" \$6.00 per linen





FACILITY USE POLICIES

CHARGES. The rental charge shall include use of the Lakeville Heritage Center as specified in the rates listed on the fees page.

DAMAGE DEPOSIT. The Lakeville Heritage Center requires a \$250 damage deposit with all facility rentals. If damages are incurred, the Organization/Individual agrees to fully reimburse the City of Lakeville upon demand for any amount exceeding the original damage deposit. This includes any and all damages to, including the loss of, the building, furniture, equipment, fixtures, grounds or any other property, real or personal, owned, used or operated by the Lakeville Heritage Center, due to any act or omission of the members, representatives, employees, patrons, invitees or guests of the Organization/Individual using the facility. If no damages are incurred, the damage deposit will be returned within 30 days following the end of the rental period.

PAYMENT. Full rental fee payment is required at the time the reservation is made. Damage Deposit, Late Check Out Fee, equipment and/or linen rental fees are due two weeks prior to rental.

LIABILITY INSURANCE. The Renting Organization/Individual using the facility will sign a waiver of liability as a part of the Rental Agreement. Policies including, but not limited to, the Lakeville Heritage Center Alcohol Policy and Food Catering Policy may require the Organization/Individual to provide a copy of their Certificate of Insurance as proof of liability coverage, including host liquor liability insurance naming the City of Lakeville as additional insured, if applicable.

CANCELLATION POLICY. The Renting Organization/Individual agrees and understands that in the event of a cancellation, ninety (90) days notice must be given in order for full payment to be returned. If less than 90 days notice is given, the Lakeville Heritage Center will retain the rental fee payment (which includes rental of equipment and/or linens). and refund any payments made for the damage deposit and late check out fee.

NO SMOKING POLICY. The Lakeville Heritage Center is a smoke free facility. There is no smoking allowed anywhere in the building.

PYROTECHNICS. The use of pyrotechnics, open flames or other combustible materials within the facility is strictly forbidden.

LIQUOR. The Renting Organization/Individual using the facility shall not sell, serve or allow alcoholic beverages of any kind to be sold, brought into or served upon the premises except as permitted by the Lakeville Heritage Center Alcohol Policy and in accordance with all City Ordinances and State laws. The caterer shall provide proof of licensure by the State of Minnesota. The caterer shall also provide liability insurance coverage with minimum limits as stated in City ordinance 3-1-9-2A and also provide a Certificate of Insurance as proof of liability coverage, including host liquor liability insurance naming the City of Lakeville as additional insured.

DECORATIONS. All decorations must be approved in advance of any function. The following items are **NOT ALLOWED**: 1)No confetti and/or glitter 2)No candles with flame 3)No nails, tacks, tape, glue, paint, etc. All decorations must be hung without defacing the building. The Lakeville Heritage Center does not provide ladders for decorating. All decorations must meet fire code regulations. No electrical circuits may be altered.

SPECIAL SETUP. Special setup shall be done at the Renting Organization's/Individual's expense under the supervision of, and subject to, the approval of Lakeville Heritage Center Management, and shall be furnished and paid for by the renting Organization/Individual.

CLEANUP. The Renting Organization/Individual using the facility shall clear all areas after use unless otherwise approved by Lakeville Heritage Center Management. The Lakeville Heritage Center and the City of Lakeville are not responsible for any items left beyond the contracted rental period. The Renting Organization/Individual shall also leave all areas in a clean and orderly condition at the end of the term of this agreement. If areas are not cleared and/or cleaned within the contracted time period, the Lakeville Heritage Center and the City of Lakeville will clean the facility and deduct the cleanup cost from the damage deposit.

ADVERTISING. If using our name, please state our complete name, "Lakeville Heritage Center," when making references.

CONDUCT. The Renting Organization/Individual is responsible for the conduct of its guests, representatives and workers while in the Lakeville Heritage Center.

CITY, COUNTY, STATE AND FEDERAL LAWS. All Renting Organizations/Individuals using the Lakeville Heritage Center to conduct any performance, public or private meeting or in giving any lecture, concert, class or other event shall conform to, comply with and abide by all laws of the United States and the State of Minnesota, the rules and regulations of all Federal and State Boards and Bureaus, the ordinances of Dakota County, the City of Lakeville and the regulations of the Fire Department, Health Department and Police Department.

INDEMNIFICATION, HOLD HARMLESS, DEFENSE. I understand that my use of the Lakeville Heritage Center is voluntary and that I am using it for my benefit only. I agree that my use of the Lakeville Heritage Center facility is undertaken at my own risk, and that the Lakeville Heritage Center and the City of Lakeville will not be liable for any claims, injuries or damages of whatever nature incurred by me, members of my organization, or guests of my event due to the negligence of members of my organization, guests of my event or the negligence of third parties. On behalf of myself and the organization that I represent, I expressly forever release and discharge the Lakeville Heritage Center, the City of Lakeville, its agents or employees from any such claims, injuries or damages. I also agree to defend, indemnify and hold harmless the Lakeville Heritage Center and the City of Lakeville from any claims, injuries or damages of whatever nature arising out of, or connected with, my use of the Lakeville Heritage Center. I also agree to reimburse the City of Lakeville for any damage, breakage, maintenance or theft of equipment beyond the damage deposit figure, if so warranted.

SUBCONTRACTING. Renters may not subcontract any space in the Lakeville Heritage Center.

LIGHT, HEAT, WATER, VENTILATION. The Lakeville Heritage Center shall furnish light, heat, water and ventilation, but any special lights or lighting fixtures other than those available shall be provided and paid for by the Renting Organization/Individual.

FIRE CODES. The Renting Organization/Individual shall not transact or allow the transaction of any business on the premise, or keep thereon, anything which will increase the risk of fire or conflict with the provisions of the insurance policies on the building or any part thereof.

The Renting Organization/Individual understands and agrees that this Agreement is made subject to all rules and regulations of the Lakeville Heritage Center, and will conform to said rules and regulations and be bound thereby. No provisions of these rules and regulations will be waived, except with advance approval, in special cases and for good cause, and then only by written memorandum attached to the permit application and signed by an authorized representative of the City of Lakeville.



FOOD CATERING POLICY

Food Caterers at activities and events held at the Lakeville Heritage Center according to the following guidelines:

- Catering areas must be left in a clean condition following each event.
- Food and beverages must be kept in the rented room or space.
- Caterers are responsible for all table coverings. Caterers are also expected to provide all plates, silverware and glassware for tables.
- Supplies must be removed by the end of the rental period unless approved by, and arranged with, Heritage Center Management.
- The Lakeville Heritage Center and the City of Lakeville are not responsible for articles left unattended or overnight.
- The caterer shall comply with all laws and regulations related to the preparation and disposal of food, and shall procure at its own expense all permits and licenses required by law or regulation for the operation of catering services. **The caterer will furnish the City of Lakeville with a copy of the applicable permits or licenses.**
- The caterer agrees that they will at all times, have and keep in force, at its expense, workers' compensation and employers' liability, automobile liability and professional liability insurance covering any injury caused by act or omission on the part of the caterer in the performance of, or with relation to, any of the work or services provided to be performed or furnished by the caterer.
- The caterer will furnish the City of Lakeville with a copy of its Certificate of Liability Insurance naming the City of Lakeville as additional insured.
- The caterer shall be deemed to be an independent contractor and not an employee of the Lakeville Heritage Center or the City of Lakeville. Any and all agents, servants or employees of the contractor or other persons, while engaged in the performance of any work or services required to be performed by the Lakeville Heritage Center, or the City of Lakeville, its agents, servants, employees or other persons, shall in no way be the obligation or responsibility of the Lakeville Heritage Center or the City of Lakeville. The contractor, its agents, servants or employees shall be entitled to none of the rights, privileges or benefits of the Lakeville Heritage Center or the City of Lakeville.
- The caterer further agrees to defend and hold harmless the Lakeville Heritage Center and the City of Lakeville from any claims, demands, actions or causes, or action arising out of any performance of, or with relation to, the work or services provided to be performed or furnished by the caterer under the terms of this agreement.

ALCOHOLIC BEVERAGES POLICY

Alcoholic beverages may be served at activities and events held at the Lakeville Heritage Center according to the following guidelines:

- **The holder of a caterer's permit may sell intoxicating liquor as an incidental part of a food service that serves prepared meals. A fee of \$150.00 will be applied to permit.**
- All Renting Organizations/Individuals distributing and/or consuming alcohol in the Lakeville Heritage Center must comply with and abide by all Federal, State and Municipal laws and ordinances.
- **Alcoholic beverage service will end no later than 11:00 p.m.** Alcohol must stay in a clearly defined rental space. The Renting Organization/Individual will be responsible for making sure its guests follow this policy. All containers used for consumption must also remain in the defined space.
- Service Clubs renting space at the Heritage Center may allow club members to consume beer and wine. "Service Club" means: an incorporated organization organized under the laws of the state for civic, fraternal, social, or business purposes, for intellectual improvement, or for the promotion of sports, or a congressionally chartered veterans' organization, if: (1) 51% of its active members reside or work in Lakeville and (2) the Service Club has regular meetings or activities in Lakeville at least three times a year.
- Lakeville Municipal Liquor may sponsor, host, conduct "tastings" for educational and fundraising activities.
- Violation of the rules set forth in this policy may result in the denial of future rental requests, cancellation of future reserved space at the Lakeville Heritage Center and forfeiture of the damage deposit.
- The sale, consumption and display of alcoholic beverages is prohibited at the Heritage Center except as otherwise specifically provided in this policy.





Before You Decorate

These decorating guidelines must be used when you are decorating the building to prevent damage to the Lakeville Heritage Center and to avoid forfeiture of your Damage Deposit. A building and grounds inspection will occur after your rental and before the Damage Deposit is released. Please follow these guidelines carefully.

- Absolutely **NO** glitter, confetti or candles with flame. \$250 damage deposit immediately retained if any appear.
- Tape may not be used on any painted surface or on the ceiling. Only approved tape may be used on wall and/or floor surfaces.
- The only adhesives permitted are "Command Adhesive" brand hangers. To prevent damage from the surface, they must be removed according to the directions on the package.
- Nails, screws and thumb tacks are not allowed. Any holes created in the walls will be considered property damage.
- Do not hang items from the ceiling tile or light fixtures.
- Decorations attached to the outside of the building or grounds must adhere to these same guidelines.
- All decorations must be completely removed upon vacating the building at the end of your rental. This includes decorations or signs at the front entrance of the neighborhood. Items not removed will be charged \$200 storage fee. Items left at the Heritage Center after 72 hours become property of the City of Lakeville.
- As permit holder you are responsible for how your guest conduct themselves, what they bring into the facility, damage incurred, etc.

By the City of Lakeville having received payment on the above rental, you are agreeing to the above guidelines and will convey the above to those that assist you with the event.

Clean Up Check List

Table and Chairs

- _____ Wipe off all tables
- _____ Wipe off all chairs
- _____ Clear off all tables

Personal Items (linens, decorations, food, etc.)

- _____ All must be removed from building prior to end of rental time (otherwise becomes property of City of Lakeville)

Walls and Ceiling

- _____ Remove all decorations, and/or Command hooks

Floors - including Main Room, Entry, kitchen and bathrooms

- _____ Pickup all debris/food from the floor
- _____ Staff will sweep and vacuum floors

Kitchen

- _____ Wash all items borrowed from City and leave on the green shelves in the drying rack
- _____ Wipe down counter tops and stove
- _____ Clean up any spills in the oven, on the walls and cabinets
- _____ Clean out sink
- _____ Clear all items from the refrigerator
- _____ Wipe up spills in the refrigerator
- _____ Staff will empty trash containers
- _____ Turn off stove and oven

Trash

- _____ Staff will empty trash containers. Trash should be bagged and left in garbage cans.

Lights and Locks

- _____ Staff will turn off all lights and lock doors.



FACILITY RENTAL APPLICATION

Name of Applicant: _____

Address: _____

City/State/Zip: _____

Phone: _____ E-mail: _____ **Serving Alcohol: Y or N**

Event : _____ Expected Attendance: _____

Name of Organization: _____ Tax Exempt— Tax ID # _____

Date(s)	Day(s) of Week	Room Requesting	Start Time	End Time	# of Tables

- Your reservation is not confirmed until a completed, signed application and rental fee are received. Damage Deposit and Late Checkout Fee are due two weeks prior to the event.
- The renting Organization/Individual agrees and understands that in the event of a cancellation, ninety (90) days notice must be given in order for full payment to be returned. If less than 90 days notice is given, the Lakeville Heritage Center will retain the rental fee payment (which includes rental of equipment and/or linens), and refund any payments made for the damage deposit and late check out fee.
- Damage Deposit-\$250, will be refunded to you within 30 days following your reservation date contingent upon city staff recommendation and policy, unless a request to hold the Damage Deposit for future reservations has been made.
- Late Check Out Fee-\$50, will be refunded to you within 30 days following your reservation if out by end time listed on permit. If time extends 30 minutes past permit time, fee is \$200/hr.
- Rental of the Heritage Center rooms are an hourly rate. The hours shown here will cover the entire time required for the renter to decorate, set-up, conduct the activity, and clean up the facility after use. The facility must be vacated promptly at the conclusion of the time specified on the contract. All changes to reservation must be approved 5 business days prior to event.

City of Lakeville Parks and Recreation Department Facility Usage Release and Indemnification Agreement: As lawful consideration for being permitted to use a park or recreational facility belonging to the City of Lakeville, I acknowledge, understand, and agree on behalf of myself and my organization, group, or business:

1. Use of the facility includes the risk of serious bodily injury or death including, but not limited to, possible exposure to and illness from infectious diseases including but not limited to methicillin-resistant Staphylococcus aureus (MRSA), influenza, and coronavirus disease 2019 (COVID-19). While particular rules and personal discipline may reduce this risk, the risk of serious illness and death does exist; and,
2. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES or others, and assume full responsibility for my use of the facility; and
3. I willingly agree to comply with the stated and customary terms and conditions for use of the facility as regards to protection against infectious diseases, including but not limited to any applicable Governor’s Executive Orders and Department of Natural Resources (DNR) and Minnesota Department of Health (MDH) guidelines related to the activity, including the Outdoor Recreational Guidelines, which can be found at <https://www.dnr.state.mn.us/aboutdnr/covid-19-outdoor-recreation-guidelines.html>. If, however, I observe any unusual or significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention of the nearest official immediately; and
4. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, and my organization or group HEREBY RELEASE AND HOLD HARMLESS the City of Lakeville, and its officials, officer’s, agents, volunteers and employees ("Released Parties"), from liability for injuries or damages, including any losses caused by the negligence or strict liabilities of the Released Parties. I further agree on behalf of myself and my organization or group to protect, indemnify, and hold harmless the Released Parties from any and all claims, liabilities, damages, or rights of action directly or indirectly arising from the use of these facilities. This agreement is specifically binding upon my spouse, heirs and assigns, and on the spouses, heirs or assigns of any member, employee, or participant of my organization of business. This agreement to release and indemnify the City does not apply in the event of the City's gross negligence or willful and wanton misconduct. I warrant that I am authorized to enter into this agreement on behalf of my organization, group or business. Further, I agree and acknowledge, on behalf of myself or my organization, group, or business and as a condition to use of the park or recreational facility as follows: I am responsible for reimbursing the City for any loss or damage to the park or recreational facility occasioned by, or in connection with the use of the City Property. Use of the park or recreational facility is subject to the conditions, rules, regulations and policies set forth by the City of Lakeville for such use and I have been given a copy of such conditions, rules, regulations or policies and agree to comply with the foregoing. I am responsible for clean-up of the park and facilities following use, including the pick-up and proper disposal of all trash, litter or other debris left on the park or recreational facilities following use.

Permit Holder: (signature) _____ Date: _____

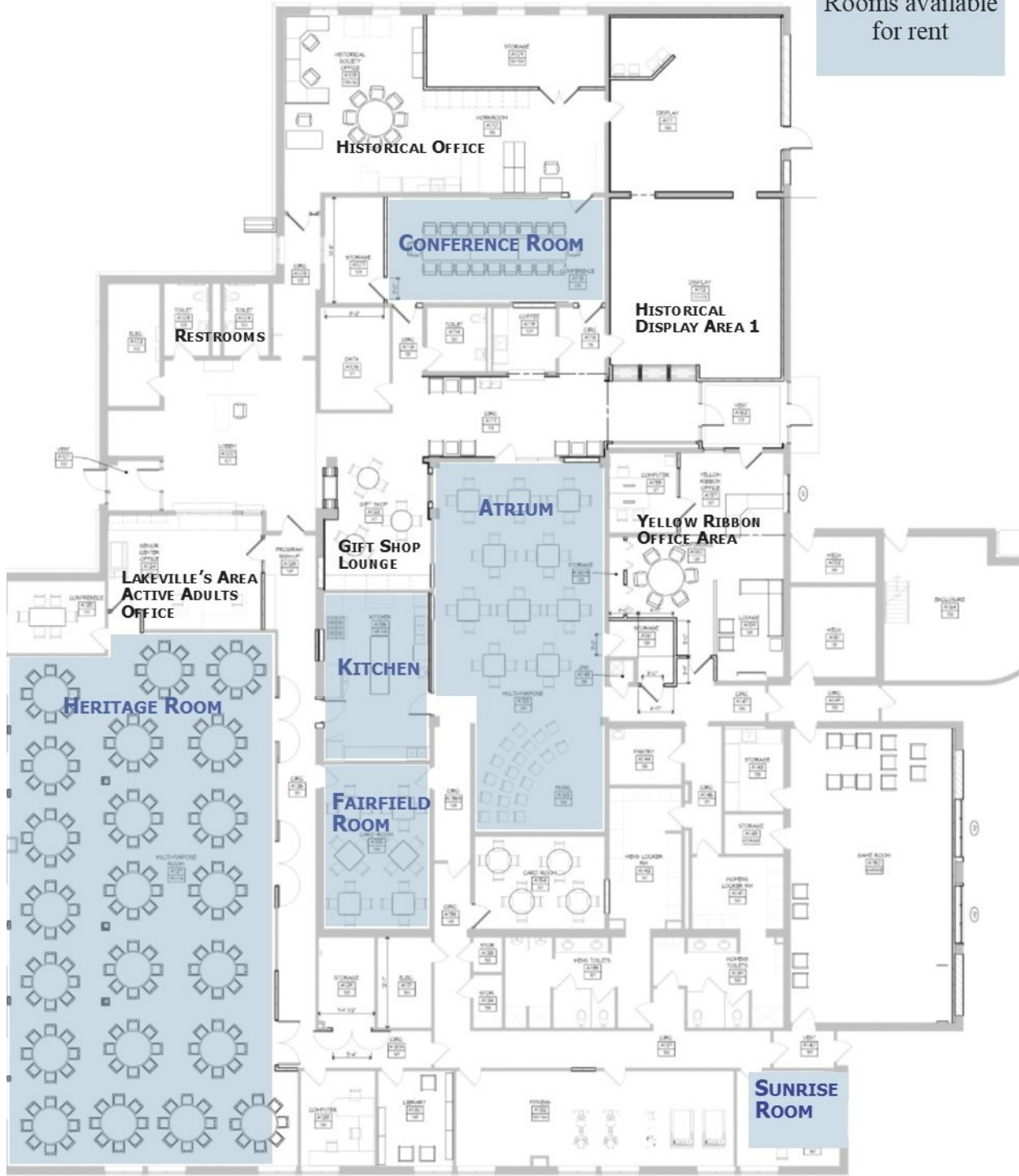
RENTAL INFORMATION
 Parks and Recreation
 952-985-4623
rental_info@lakevillemn.gov

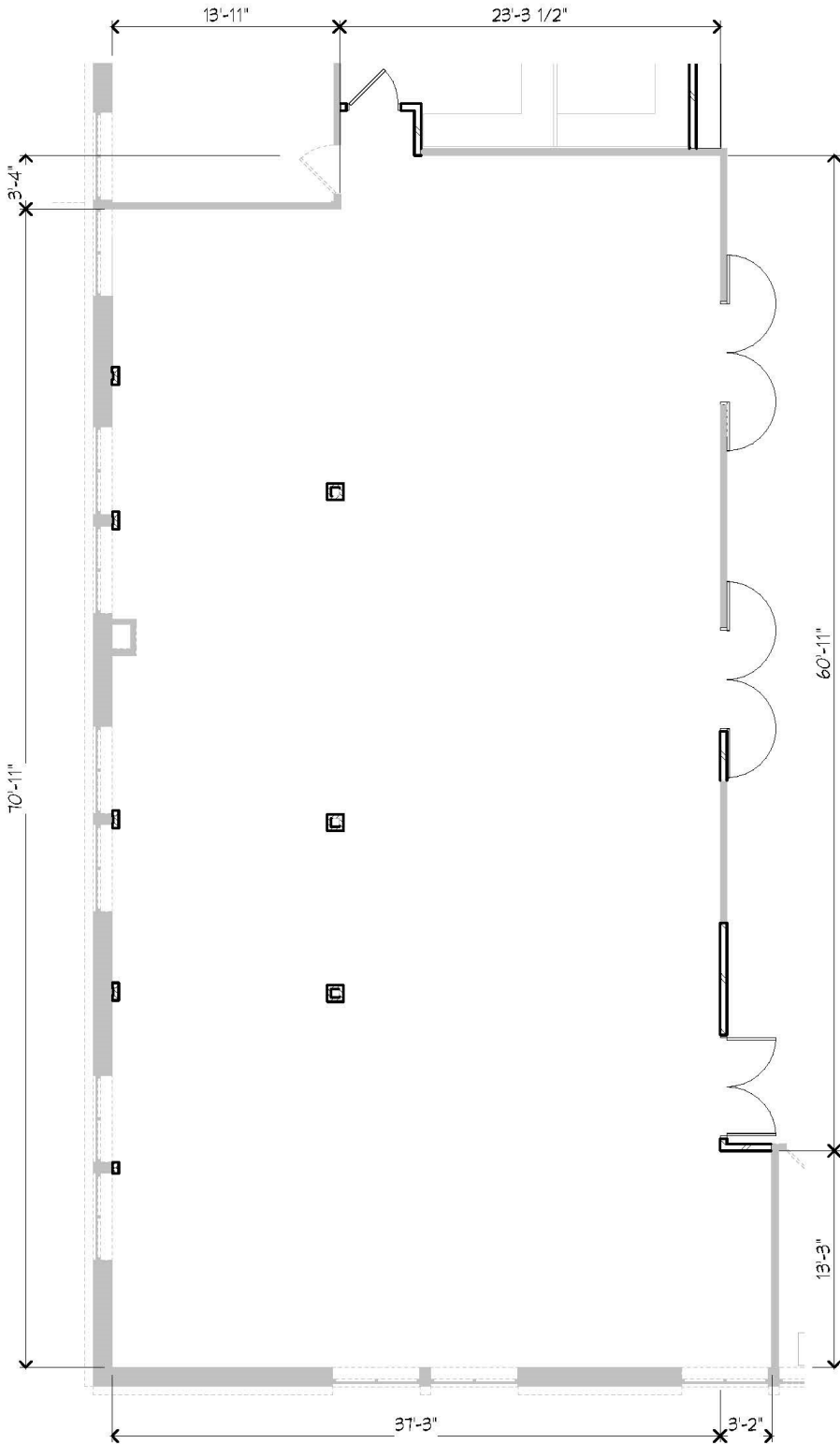




FACILITY LAYOUT

Rooms available
for rent





Heritage Room

Room Setup

Provide layout a minimum of 2 weeks prior to rental date

60" round tables _____
 #of chairs @ ea. _____
 8' banquet tables _____
 #of chairs @ ea. _____

Also reserving:

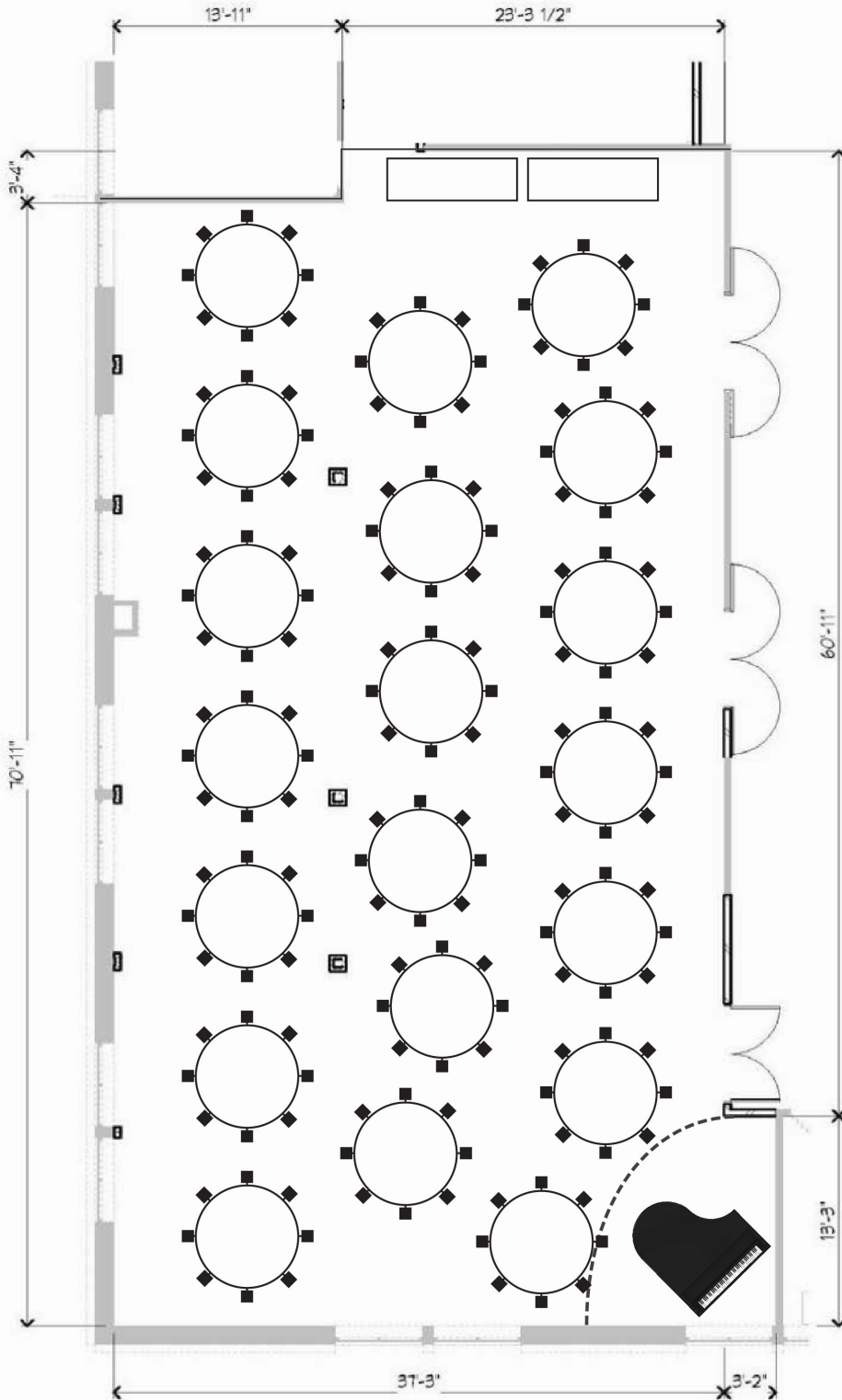
- Kitchen
- Linens
- Sound System
- Projector

Notes:





Heritage Center Layout Option 1



Heritage Room 20 Rounds

60" round tables	<u>20</u>
#of chairs @ ea.	<u> </u>
8' banquet tables	<u> </u>

Also reserving:

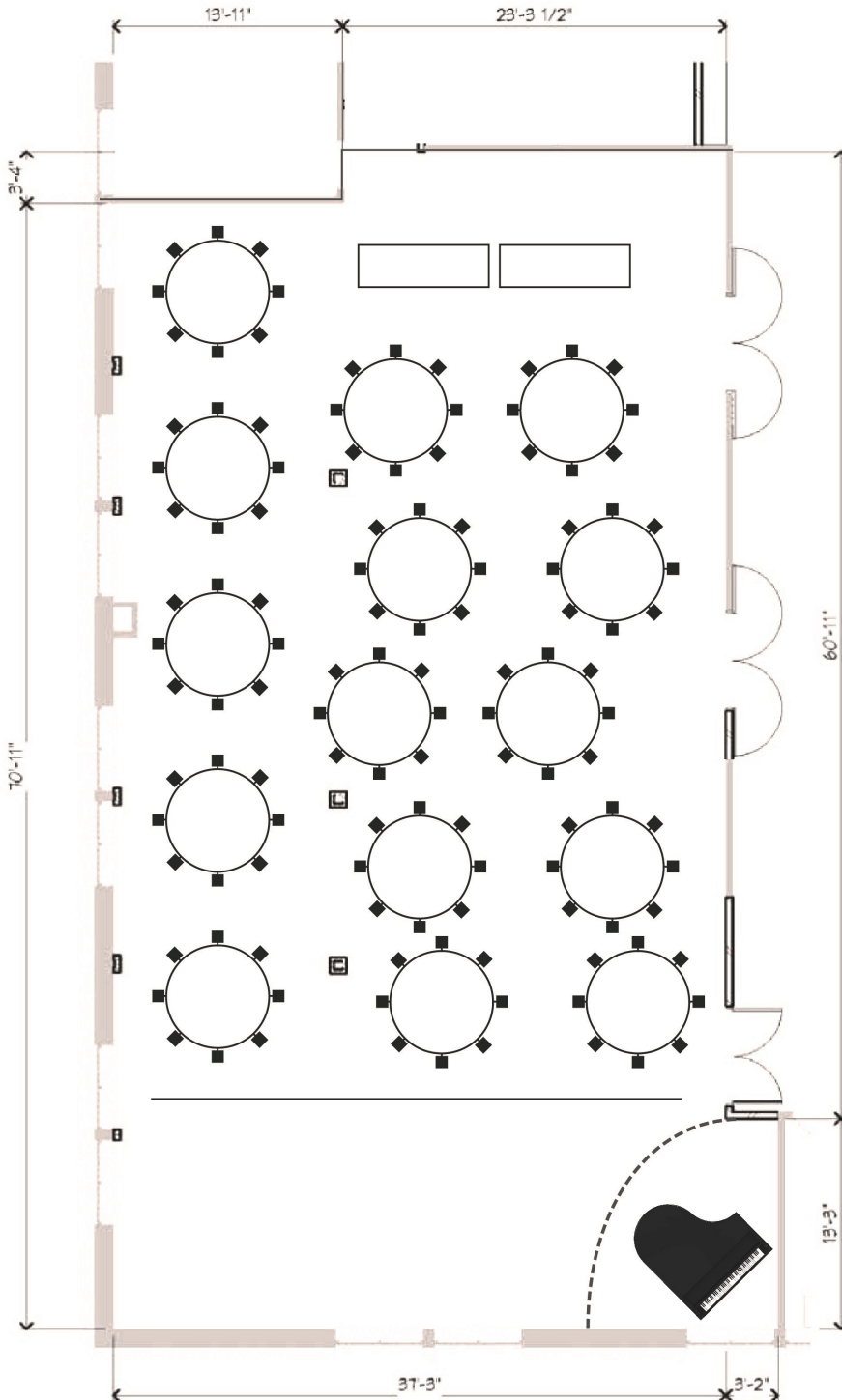
- Kitchen
- Linens
- Sound System
- Projector

Notes:





Heritage Center Layout Option 2



Heritage Room 15 Rounds

60" round tables	<u>15</u>
#of chairs @ ea.	<u> </u>
8' banquet tables	<u> </u>

Also reserving:

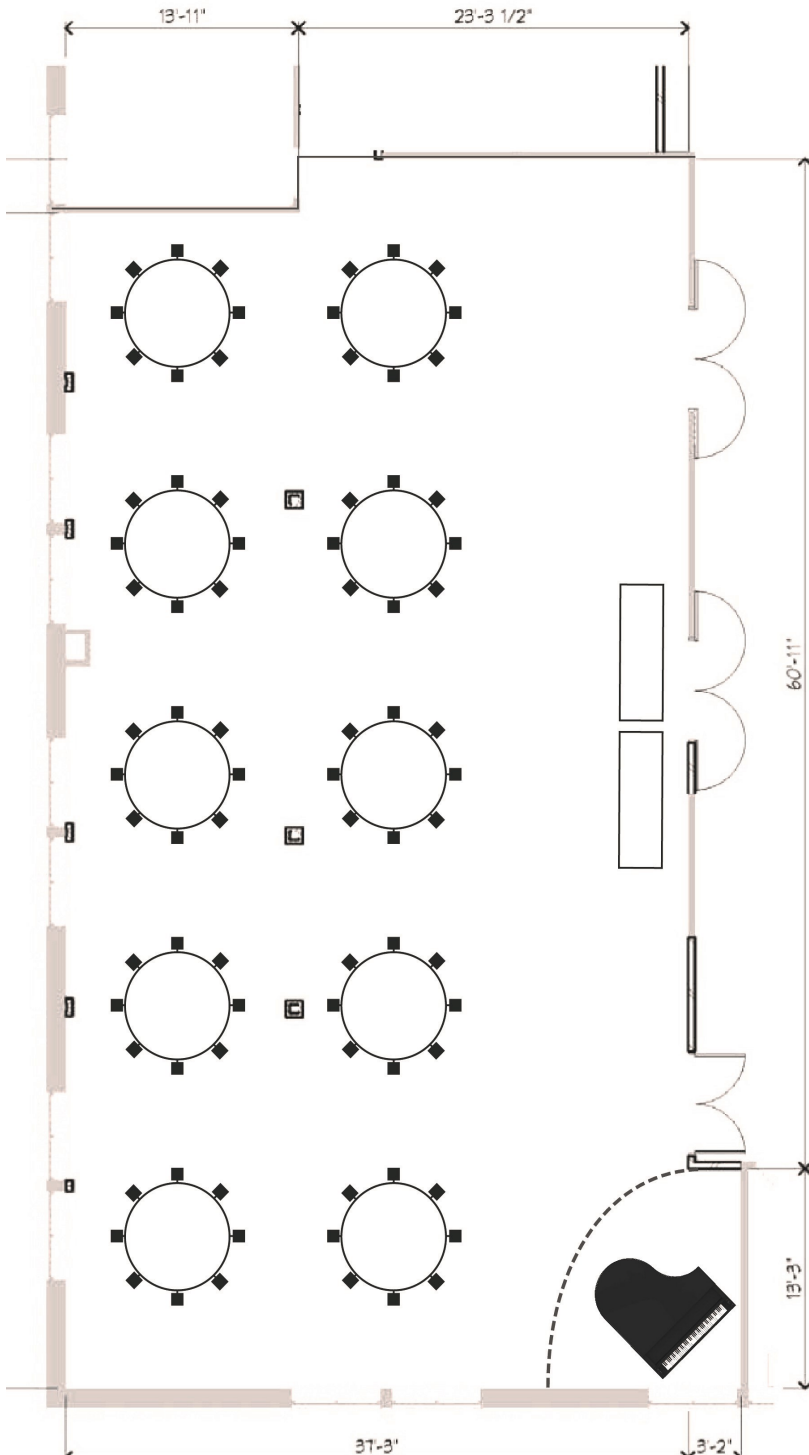
- Kitchen
- Linens
- Sound System
- Projector

Notes:





Heritage Center Layout Option 3



Heritage Room 10 Rounds

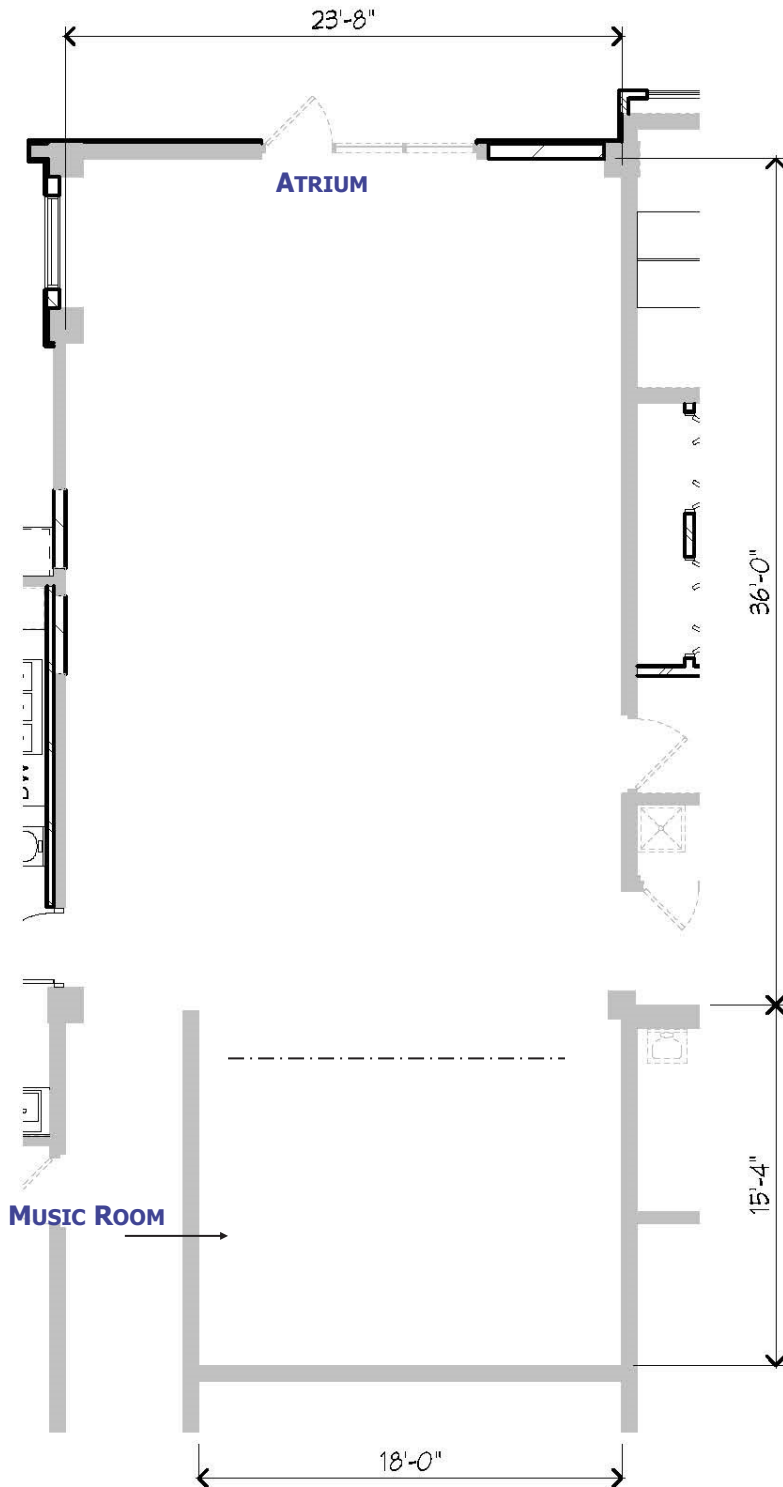
60" round tables	<u>10</u>
#of chairs @ ea.	<u> </u>
8' banquet tables	<u> </u>

Also reserving:

- Kitchen
- Linens
- Sound System
- Projector

Notes:





Atrium

Room Setup

Provide layout a minimum of 2 weeks prior to rental date

60" round tables _____

#of chairs @ ea. _____

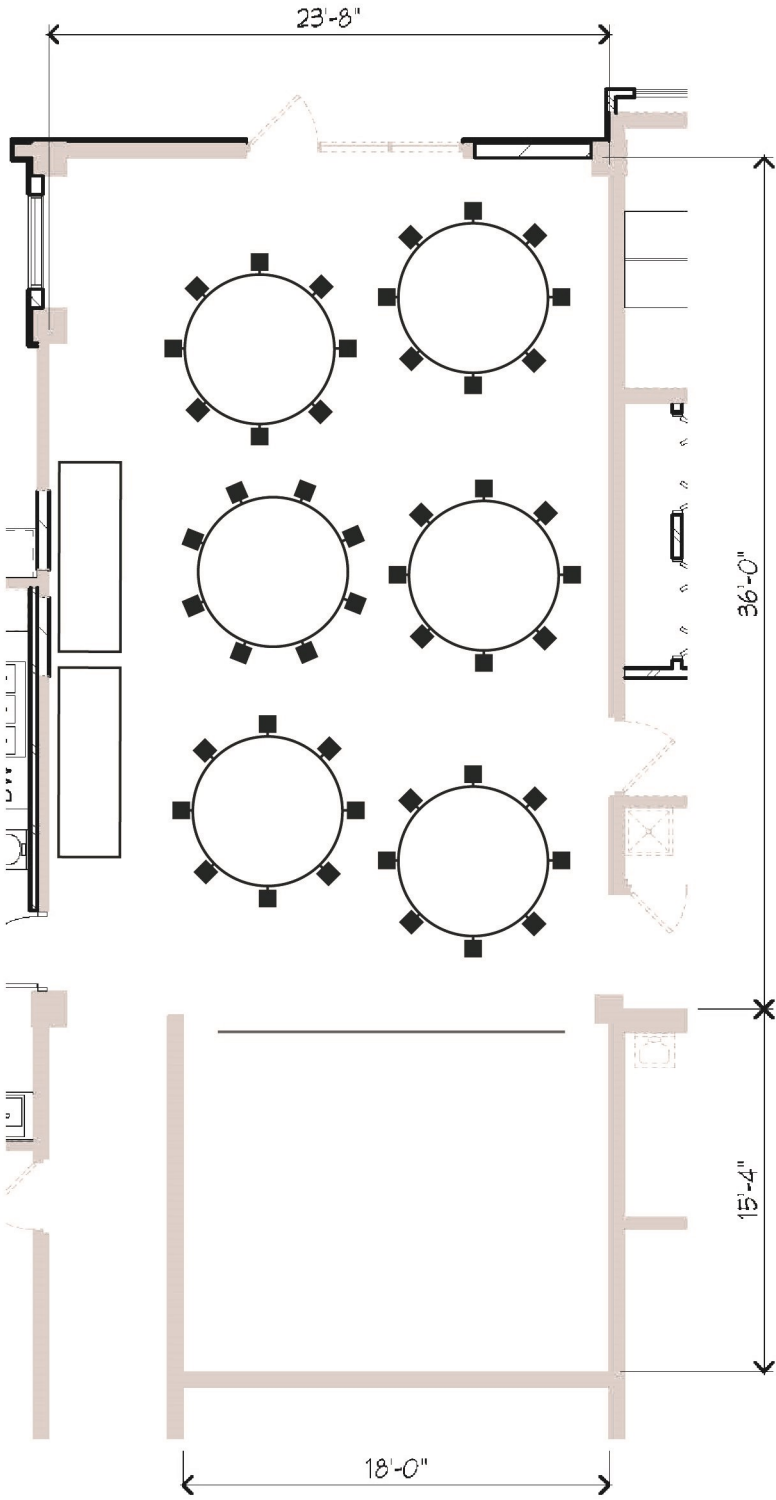
8' banquet tables _____

#of chairs @ ea. _____

- Kitchen
- Linens
- Sound System
- Projector

Notes:





Atrium 6 Rounds

60" round tables 6
 #of chairs @ ea.
 8' banquet tables
 #of chairs @ ea.

- Kitchen
- Linens
- Sound System
- Projector

Notes:



Heritage Center

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A recreation and resource building for our seniors

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A space to preserve and honor our history

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PRIORITY SCHEDULING

USER (Group A)

Lakeville Area Active Adults (LAAA), Historical Society (HIST) and Yellow Ribbon (YR)

The following rooms are to be scheduled through Parks & Recreation. User behind room name (below) has priority in scheduling. Request for space by Yellow Ribbon and Historical Society in rooms designated for Lakeville Area Active Adults (LAAA), will be scheduled through Parks & Recreation upon review and approval of the Recreation Supervisor.

Heritage Room (LAAA)
Atrium (LAAA)
Fairfield Room (LAAA)
Art Room (LAAA)
Kitchen (LAAA)
Conference Room (HIST, LAAA, YR)

The following rooms are to be scheduled through Parks & Recreation for the purpose of "special events" by Group A user. This allows for the "special event" to appear on Parks & Recreation weekly facility schedule. It assists Parks & Recreation staff in assuring adequate facility attendant, cleaning, etc.

Historical Display (HIST)
Historical Office Area (HIST)
Yellow Ribbon Area (YR)

USER (Group B)

All other user requests will be reviewed and scheduled based on availability.

BUILDING IS ACCESSIBLE TO ACTIVE ADULTS, YELLOW RIBBON AND HISTORICAL SOCIETY

(without a building attendant present)

Monday-Friday, 8am-9pm
Saturday, 8am-9pm
Sunday, 8am-6pm