

**City of Eden Prairie  
City Center Room Rental Fee Structure**

<b>ROOM</b>	<b>ROOM INFORMATION</b>	<b>GROUP I Other Gov't. &amp; Eden Prairie- based Civic &amp; Non-Profit Agencies</b>	<b>GROUP II Eden Prairie Residents &amp; Businesses</b>	<b>GROUP III Non-resident individuals, groups, non-profit &amp; business organizations</b>
<b>Heritage Room (Quarter – 1 room)</b>	Limited Set-up Maximum Capacity = 40	\$20/hour	\$30/hour	\$40/hour
<b>Heritage Room (Half – 2 rooms)</b>	Maximum Capacity = 100	\$30/hour	\$40/hour	\$50/hour
<b>Heritage Room (Whole – 4 rooms)</b>	Maximum Capacity = 200	\$45/hour	\$55/hour	\$85/hour
<b>Prairie Room</b>	Standard Conference = 16 4:30-10 p.m. Monday – Friday Limited Availability City Priority	\$15/hour	\$20/hour	\$25/hour
<b>Chambers</b>	<b>Restricted Use - 100</b> Standard Set-up No Food/Beverages AV Technician Required with extra charge	\$55/hour	<b>Restricted Use \$65/hour</b>	<b>Restricted Use \$80/hour</b>
<b>Atrium I Conference Room</b>	Standard Conference = 10 4:30-10 p.m. Monday – Friday Limited Availability City Priority	\$15/hour	\$20/hour	\$25/hour
<b>Atrium II Conference Room</b>	Standard Conference = 6 4:30-10 p.m. Monday – Friday Limited Availability City Priority	\$15/hour	\$20/hour	\$25/hour
<b>Atrium III Conference Room</b>	Standard Conference = 10 4:30-10 p.m. Monday – Friday Limited Availability City Priority	\$15/hour	\$20/hour	\$25/hour
<b>Lower Atrium</b>	Limited Availability with Special Arrangements – Capacity = 100 4:30-10:00 pm only Monday – Friday City Priority	\$30/hour	\$40/hour	\$50/hour

No Friday evening, Saturday or Sunday meetings allowed. Must vacate building by 10 p.m. during week.

Requests for catering of beverages, rolls, cookies or banquet services should be made directly with The Garden Room (952-334-8055).

Heritage Rooms are the official Emergency Shelter sites for City Center offices. We reserve the right to reschedule or cancel reservations in this area in the event of an emergency. Any paid fees will be refunded.

***See Attached Sheet for Description of Rental Classifications and Equipment Fees***

## Rental Rate Classifications

**Eden Prairie City Government:** Any activity related to or benefitting the operations of Eden Prairie’s City Government including, but not limited to, City Council, Board and Commission meetings, City-sponsored/hosted programs and events, City-sponsored public meetings, as well as State and County-related committees, including Minnesota’s federal and state representatives. – **No Charge**

**Group I — Other Government and Eden Prairie Civic/Non-Profit Agencies:** Includes School District 272, Eden Prairie Athletic and Youth Associations, and Eden Prairie religious organizations. A civic, non-profit or resident group is considered as Eden Prairie based if it has at least 75% of its membership roster residing in the City (as in the case of Eden Prairie Homeowners Associations).

**Group II — Eden Prairie Residents and Businesses:** Eden Prairie-based businesses and commercial organizations, and Eden Prairie residents who wish to use the facilities for personal use.

**Group III — Non-Eden Prairie Residents/Businesses:** Non-resident individuals, groups, commercial and business organizations (including non-profit).

**NOTE: Eden Prairie residents and businesses may NOT make reservations for non-residents and non-Eden Prairie based businesses.**

## Audio-Visual Equipment Fee Schedule

Equipment	Usage Charge
Easel	\$5.00
Flipchart / Dry Erase (24" x 30") with paper	\$10.00
Extra pad of paper (each)	\$12.00
Overhead projector (transparencies)	\$15.00
Podium, floor model	\$7.50
Podium, table top model	\$5.00
Slide projector with carousel	\$15.00
Screen, projection (tripod stand) 6' x 6' or 7' x 7'	\$10.00
Microphone with stand and speakers	\$15.00
Microphone, wireless clip-on and speakers	\$20.00
TV/VCR on cart	\$15.00
LCD Projector	\$50.00

**NOTE: Use of LCD/computer equipment is not available for after-hours use.**