

Burnsville City Hall Room Rental Guidelines



2025



City of
Burnsville

MEETING ROOM OVERVIEW



Council Chambers

The Council Chambers is located in the upper level of City Hall and is approximately 1,400 square feet. It is primarily reserved for City meetings.

Capacity:

- 100 Theater Style
- 25 Classroom Style



Conference Rooms

A variety of conference rooms are available throughout City Hall. A projector and screen are available in most rooms.

Capacity:

- Conference Room A: 4 People
- Conference Room D: 6 – 8 people
- Conference Room E: 12 People



Nicollet Room

The Nicollet Room is located in the lower level of City Hall. Access to an attached kitchenette with a refrigerator, microwave, sinks, and serving window.

Capacity:

- 50 Banquet Style
- 30 Classroom



Dakota Rooms

Dakota Rooms are available in the lower level of City Hall. Dakota Rooms can be split into two smaller rooms.

Capacity:

- 150 Banquet Style
- 100 Classroom

ROOM EQUIPMENT AND FEATURES

COUNCIL CHAMBERS

- Capacity is 100 theater style, 25 classroom style
- 8' x 10' built-in ceiling screen, available upon request (ceiling mounted projector available upon request; additional fee required)
- 100 padded chairs
- 62-inch television monitor/camera system for recording/audio system, (available upon request; a technician is required at the user's expense)



Conference Room A

CONFERENCE ROOMS

- Capacity:
 - Conference Room A: 4 people
 - Conference Room D: 6 – 8 people
 - Conference Room E: 12 people
- Rooms are positioned with chairs around tables
- Ceiling-mounted projectors and screens are available upon request



Conference Room D



Conference Room E

DAKOTA AND NICOLLET ROOMS

- Can be separated and rented as separate rooms or combined
- Capacity:
 - Three rooms combined: 300 tables and chairs
 - Dakota A and B combined: 150 tables and chairs
 - Dakota A: 50 banquet style, 25 classroom style
 - Dakota B: 75 banquet style, 50 classroom style
 - Nicollet: 50 banquet style, 30 classroom style
- All rooms are carpeted
- Rectangular flip-top tables available (4'x3' and 6'x3')
- 200 folding chairs and 100 stackable chairs available
- Audio-visual system equipped with microphones, ceiling-mounted projector and screens in each room
- White boards on retractable walls (Dakota A and Dakota B) and portable white boards available upon request
- All rooms are Wi-Fi enabled at no additional charge
- **Rooms do not have external Zoom meeting capabilities**
- Kitchen adjacent to Nicollet Room
 - 4'x6' serving window
 - Stainless steel counters for setup (three areas 6'x2.5')
 - Refrigerator (26.5 cubic feet)
 - Two commercial microwaves (1400 watts, 12.8"x7.6"x13")
 - Four sink areas
 - NOTE: The kitchen is not designed for preparing food, but rather for serving food that has already been prepared elsewhere. User groups are responsible for providing their own utensils, serving ware, coffee and condiments

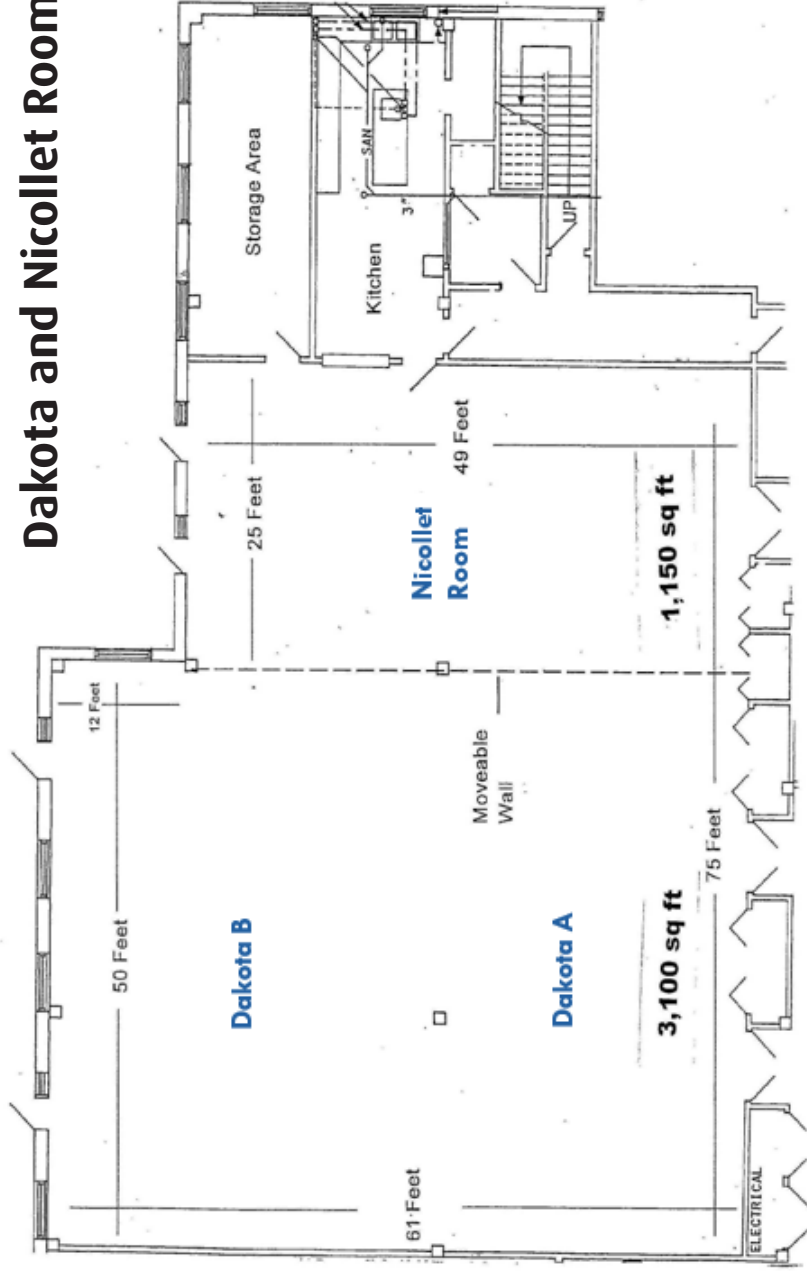


Dakota Room B



Nicollet Room Kitchen

Dakota and Nicollet Rooms



4,250 sq ft

Meeting Room Guidelines

The Burnsville City Hall Community Meeting Rooms are available for use on a rental basis by residents, civic groups, commercial groups and non-resident groups. These policies are in place to insure the proper use and control of the facility. City functions have first priority for booking rooms.

RESERVATION PROCEDURES

Requests for use of the rooms should be directed to the Burnsville City Hall Front Desk at 952-895-4400. Verbal inquiries do not constitute a confirmed reservation. Conference Rooms require full payment at the time of reservation, while larger rooms require a \$300 refundable security deposit with payment due 21 days prior to the event. Security deposit must be paid using a credit or debit card. Reservations are confirmed when full payment is received.

City functions have first priority. All other reservations are on a first come, first serve basis. The City reserves the right to preempt scheduled use when necessary to conduct essential City business. Monday – Friday during business hours (8 a.m. – 4:30 p.m.) are reserved for City functions only. Tuesday nights are designated as “government night” in the Council Chambers and can be reserved for government users only. Reservations will not be accepted for a period of more than five consecutive days. The only exceptions are City and school district functions.

CANCELLATIONS/REFUNDS

A 21-day cancellation notice is required for a full refund. Cancellation notices of less than 21 days will result in a \$150 service charge deducted from deposit.



PERMITS

A permit authorizing the use of the rooms requested will be issued to the applicant after the application is approved. The City of Burnsville reserves the right to cancel the permit if the regulations of use are violated. Permit holders will not assign, transfer, or sublet to others the use of the facilities. The individual signing the permit must be 18 years of age or older and must be present the day of the reservation.

Council activities and Council Chamber use for City work, will take highest priority when scheduling events. Priority for remaining room reservations are first come first served followed by the hierarchy below. The City reserves the right to review and vet reservation requests to ensure room usage meets City policies, local ordinances and applicable state statutes. Rooms may be reserved a full calendar year in advance.

1. City/City Sponsored;
2. Youth athletic associations serving Burnsville;
3. Burnsville non-profit civic groups and other government agencies;
4. Burnsville resident or commercial groups;
5. Non-resident commercial or private groups, non-profit groups outside the Burnsville area

RENTAL CATEGORIES AND RATES

The following categories of users have been established and the rental fees for use of the facilities are based upon these categories.

1. City sponsored events and school districts serving Burnsville (excluding athletic and social events). The City may charge fees to the school district for any extraordinary expenses incurred.
2. Local youth athletic associations.
3. Burnsville nonprofit civic groups, churches and government agency functions. A non-profit group is considered Burnsville as long as a majority (51% or more) of its members live or work in Burnsville (an annual membership list is required).
4. Local resident/business groups.
5. Nonprofit groups from outside of the City, non-resident use for private or social functions and commercial groups from outside the City.

2025 Rates

FEES ARE SUBJECT TO CHANGE ON AN ANNUAL BASIS

CATEGORY	Council Chambers	Conference Rooms
1	No charge	No charge
2	As per annual agreement	
3	\$24/hour Monday - Friday \$49/hour Saturdays and Sunday between the hours of 12pm-10pm 4 hour minimum rental	\$18/hour Mon. – Fri. after 5 p.m. and Saturday 12pm – 4:30pm \$49/hour Saturdays and Sunday between the hours of 12pm-10pm 4 hour minimum rental
4	\$70/hour \$389/day	\$29/hour Mon. – Fri. after 5 p.m. and Saturday 12pm – 4:30pm \$49/hour Saturdays and Sunday between the hours of 12pm-10pm 4 hour minimum rental
5	\$80/hour \$466/day	\$33/hour Mon. – Fri. after 5 p.m. and Saturday 12pm – 4:30pm \$49/hour Saturdays and Sunday between the hours of 12pm-10pm 4 hour minimum rental

CATEGORY	Community Room (BOTH Dakota AND Nicollet Rooms)	Dakota Rooms ONLY	Dakota A, Dakota B or Nicollet Room ONLY
1	No charge	No charge	No charge
2	As per annual agreement		
3	\$37/hour Mon. – Fri. after 5pm \$97/hour Saturdays and Sunday between the hours of 12pm-10pm 4 hour minimum rental	\$28/hour Mon. – Fri. after 5pm \$49/hour Saturdays and Sunday between the hours of 12pm-10pm 4 hour minimum rental	\$25/hour Mon. – Fri. after 5pm \$49/hour Saturdays and Sunday between the hours of 12pm-10pm 4 hour minimum rental
4	\$171/hour \$1,025/day	\$143/hour \$781/day	\$56/hour \$346/day
5	\$192/hour \$1,138/day	\$139/hour \$824/day	\$67/hour \$428/day

Notes on Fees: There is a one-hour minimum rental on weekdays. There is a four-hour minimum rental on weekends after Noon (12 p.m.)

A \$75 reservation deposit is due at the time of application for rental for groups in category 4 and 5. The remaining fees for rental (if any) are due 21 days prior to the event. A \$300 damage deposit, separate from the rental fee, will be made by groups 3, 4 and 5. This fee will be returned within one week of the event if no deductions are necessary. Deposits must be made using a credit/debit card.

RULES FOR USE

The entire building is a smoke-free facility and users are responsible for ensuring that members of their group do not smoke or vape within the building. Designated smoking or vaping areas outdoors are available at both the rear exit of City hall and adjacent to the front entry of City hall. These are clearly marked.

All children and guests must be supervised and inside reserved room at all times. Hallways are not for use during a reservation. Persons attending meetings or events should stay in the rooms assigned to their use. Use of the lower level lobby and/or the atrium area require advance approval.

Groups are responsible for their own room set-up and take-down. General cleanup of the facility is the responsibility of the renter. You will receive a clean-up checklist of items required of your group. Clean-up must be completed by 10:30 p.m. If the building is not cleaned up as per the checklist, the cost incurred for cleanup will be assessed to the renter.

If food or merchandise will be sold, prior permission and a vending permit are required. Please refer to current fee schedule for vending permit pricing.

The use of fog/smoke machines is prohibited because it will activate the fire sprinkler, evacuation system and smoke alarms. Stages are also prohibited per the fire department.

Events using an open flame such as candles are encouraged to limit the use of no more than two candles per table.

The Community Room kitchen is not designed for preparing food, but rather for serving food that has already been prepared elsewhere. User groups are responsible for providing their own utensils, serving ware, coffee and condiments.

Renters may charge registration or admission fees with prior approval of the Recreation and Facilities Director and will require purchase of a vending permit.

ROOM SETUP AND DECORATIONS

ONLY CITY STAFF WILL OPEN OR CLOSE THE ROOM DIVIDERS

Room setup (tables and chairs) in rented rooms are the responsibility of the renter. Room setup and decorating time must be included in the rental hours. City Hall does not have storage space. Items shall be brought in only during rentals hours; and must be removed from the facility at the end of the rental time. Decorations should not inconvenience any other groups or cause damage to the facility. If it will be necessary for your group to mount items on the walls, removable blue painters tape can only be used. The use of scotch tape, double-sided tape, duct tape, 3M mounting strips, tacky, pins, tacks or nails on the walls is strictly prohibited.

No rice, confetti, sequins, or glitter shall be used. Failure to comply with these rules will result in partial or complete loss of damage deposit to cover cleaning costs. If cleanup is more than the damage deposit, the cost incurred for cleanup will be assessed to the renter.

Directional signage may be posted outside of City Hall regarding your event to aid attendees in finding the room.

Community Room furniture including tables and chairs are not allowed in outdoor areas.



AUDIO-VISUAL EQUIPMENT USE

All requests for audio-visual equipment should be made two weeks in advance. Requests will be granted on a first-come, first-serve basis, with first priority given to City or City related events. If the user is not familiar with proper operation of equipment, the user is required to meet with City staff prior to their event for training on proper use.

All rooms are Wi-Fi enabled at no additional charge. **No external Zoom Meeting hosting capabilities.**

Sound equipment must be at a reasonable level as to not to disrupt other users within City Hall.

An inspection of the equipment will be made by City staff before and after the event. It is expected that the property shall be returned in the same condition as it was received. If equipment is damaged or missing, the cost to replace/repair equipment will be charged to the user using the card on file. The City will not be responsible for any issues that may arise concerning the use of the equipment. The City is not responsible for injuries, damages, or loss to personal property resulting from the use of City equipment. Equipment cannot be used for personal use.

Equipment is not available for use outside of City facilities. The City reserves the right to terminate service to anyone not using the equipment in a responsible manner. Failure to abide by this policy may be cause for denial for future use of equipment.

ROOM RENTAL DISCLAIMER

All groups using the facility must be under competent adult leadership. The Renter will assume full responsibility for the group's conduct and for damage to the building or equipment.

The City reserves the right to assign or require staff or others, at an additional cost to the user if deemed necessary.

Alcohol is allowed to be served at events by caterers or non-profit organizations with the appropriate licensure. A Certificate of Insurance indemnifying the City must be submitted prior to the event occurring. Please contact the City Clerk's Department at 952-895-4460 for license information.

Violations of these conditions or any rules for use will result in a deduction from or forfeiture of the damage deposit. If the cost incurred for cleanup or damage is greater than the amount of the damage deposit, this will be assessed to the renter. The City Manager, at their discretion, can waive aspects of these guidelines as they deem appropriate.

LIABILITY

The organization or group using a City Hall meeting room will agree to indemnify the City of Burnsville, and its employees for any and all damage to the building, or other property, by any person or persons attending the affair, and likewise, the City of Burnsville, and its employees against all liability and all damages to any person for injuries, including death.

The City of Burnsville does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the admission or access to, or treatment or employment in its programs, activities or services. To obtain this in alternative forms such as Braille, large print, audio tape or qualified readers, please contact the City of Burnsville at 952-895-4400.

USER CHECKLIST

User groups of City facilities are responsible for the following:

- ☐ Ensure lobby and hallways are free of trash and debris
- ☐ Remove all decorations and painters tape
- ☐ Sweep and vacuum floor
- ☐ Clean kitchen
- ☐ Wipe down tables and chairs
- ☐ Put away tables and chairs
(Council Chambers, Dakota and Nicollet rooms)

It is the user's responsibility to make sure that all people stay in the allowed rental space. Failure to do this may result in forfeiture of all or a portion of your damage deposit.

RECYCLING AND WASTE

The City of Burnsville places a high priority on sustainability initiatives. There are designated recycling bins. We ask that all users dispose of waste in the appropriate trash and recycling receptacles provided.

CONTACT INFORMATION

If you need assistance (trash receptacles emptied or removed, spills mopped, audio/visual needs, etc.), contact the building attendant/custodian:

Weekdays (8 a.m. – 4:30 p.m.)	952-895-4400
Evenings and Weekends	952-895-4533

HOURS OF USE

The Dakota and Nicollet rooms are available:

- Monday – Friday 5 p.m. – 10 p.m.
- Saturday and Sunday Noon – 10 p.m.

Conference rooms are available:

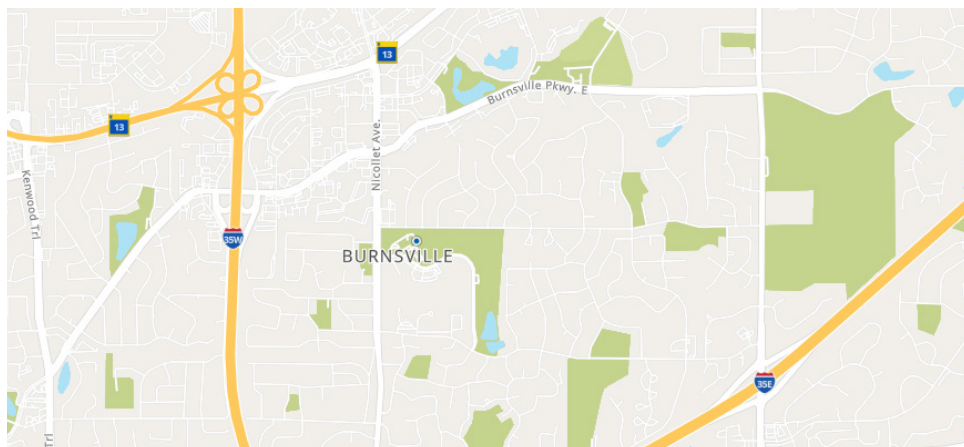
- Monday – Friday 5 p.m. – 10 p.m.
- Saturday and Sunday Noon – 10 p.m.

Room rentals are not available when City Hall is closed in observance of the following holidays:

2025 Dates

- Jan. 1 – New Year's Day
- Jan. 20 – Dr. Martin Luther King, Jr. Day
- Feb. 17 – Presidents' Day
- May 26 – Memorial Day
- June 19 – Juneteenth
- July 4 – Independence Day
- Sept. 1 – Labor Day
- Nov. 11 – Veterans' Day
- Nov. 28 – Thanksgiving
- Nov. 29 – Day after Thanksgiving
- Dec. 24 – Christmas Eve
- Dec. 25 – Christmas Day

DIRECTIONS TO CITY HALL



From the North: Take I-35W south to Highway 13. Go east and turn right (south) onto Nicollet Avenue. Follow Nicollet Avenue past 130th Street and turn left onto Civic Center Parkway.

From the South: Take I-35 north to I-35E. Exit on County Road 42 and turn left (west). Turn right (north) on Nicollet Avenue. Follow Nicollet Avenue past 134th Street and turn right onto Civic Center Parkway.

From the East: Take I-35E south and exit at County Road 42. Turn right (west) onto County Road 42, then right (north) on Nicollet Avenue. Follow Nicollet Avenue past 134th Street and turn right onto Civic Center Parkway.

From the West: Take Highway 13 east to Nicollet Avenue. Turn right (south) and follow past 130th Street. Turn left onto Civic Center Parkway.



100 Civic Center Parkway
Burnsville, MN 55337
952-895-4400

Hours: Monday – Friday
8 a.m. – 4:30 p.m.

Updated January 2025