

# HOPKINS

## Conference & Event services

### Facility Reservation Application

**Please complete and deliver to:** Lindbergh Center  
Hopkins High School, 2400 Lindbergh Drive, Minnetonka, MN 55305  
*We will confirm your application within one week.*

Name of Group: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Activity: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Person Supervising Group (if other than contact person): \_\_\_\_\_

Building Preference: \_\_\_\_\_ Room Preference: \_\_\_\_\_

Start Date: \_\_\_\_\_ Number of weeks: \_\_\_\_\_ End Date: \_\_\_\_\_

Time Requesting Space: \_\_\_\_\_ Event Start and End Time: \_\_\_\_\_

Tax Exempt Status: Exempt \_\_\_\_\_ Non-Exempt \_\_\_\_\_

Room Set-up: \_\_\_\_\_

Is there food involved with your event? (If yes, please explain.) \_\_\_\_\_

(Please call Sue Seeker at 952.988.4002 or email to [Sue\\_Seeker@hopkins.k12.mn.us](mailto:Sue_Seeker@hopkins.k12.mn.us) to inquire about Royal Cuisine catering services.)

**AV Equipment Available for Rent:** (not all equipment available in all spaces – no extra charge for use of up to 3 microphones in theater spaces)

- \_\_\_\_\_ LCD Projector \$20.00/day
- \_\_\_\_\_ Overhead Projector \$8.00/day
- \_\_\_\_\_ VCR or DVD/Monitor \$10.00/day
- \_\_\_\_\_ Corded Microphone \$8.00/day
- \_\_\_\_\_ Wireless Microphone \$8.00/day

**Room Equipment for Rent/Use:** (not all equipment available in all spaces)

- \_\_\_\_\_ Chalkboard w/ chalk & eraser \$2.00/day
- \_\_\_\_\_ Easel \$2.00/day
- \_\_\_\_\_ Piano \$10.00/day in IKE Theater; \$25.00/day in HHS Little Theater; \$100.00/day in Auditorium
- \_\_\_\_\_ Piano tuning \$80.00 (available upon request)
- \_\_\_\_\_ Podium \$5.00/day
- \_\_\_\_\_ Flip Chart w/ markers \$5.00/day

Tables/Chairs within each space are available for group's use at no extra charge.

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**Processing Fee:**

A \$10.00 permit application-processing fee will be assessed at the time of your rental and added to your invoice. If you plan on conducting multiple events in our facilities and would like to minimize the application-processing fee, please process your requests in mass for the entire year.

**Permit:**

A Facility Use Permit will be issued subject to emergency conditions and restrictions that might later be imposed by events beyond our control. In accepting this permit, the applicant agrees to conform to the rules and regulations as issued by the Board of Education and as explained in the Conference & Event Services Facility Guidelines.

**Liability:**

The applicant agrees to assume full responsibility for injury to persons and damages to property during the time facilities are used under this agreement. School District 270 provides no insurance coverage extended to third party users.

**Insurance:**

ALL applicants for use of facilities agree to submit a certificate of insurance confirming general liability coverage at no less than \$300,000 combined single limit and workers compensation/employers liability (where applicable) naming School District 270 as an additional insured. Certificates must be mailed/faxed/emailed directly to the Hopkins Conference & Event Services office at least fourteen (14) days prior to the activity date.

**Applicant Signature:** \_\_\_\_\_ **Application Date:** \_\_\_\_\_

**Rental Information**

Contact Marcy Burnevik, Lindbergh Center

Phone 952.988.4519 Fax 952.988.4546

E-Mail: [marcy\\_burnevik@hopkins.k12.mn.us](mailto:marcy_burnevik@hopkins.k12.mn.us)

Updated 10/2/07