

PRIORITY SCHEDULING FOR THE SOUTHSHORE COMMUNITY CENTER

The City recognizes the desirability of having the Community Center used as much as possible by residents and community groups. This policy promotes the active use of the facilities and outlines scheduling procedures and guidelines.

Reservation Priorities. Reservations may be made up to 18 months in advance of events for priorities A-C, up to 12 months in advance of an event for priorities D-F. Reservations are accepted as first come, first served based on the priority classification outlined below.

A tentative reservation may be taken over the phone and space held for two (2) business weeks or fourteen days but will not be considered secure until receipt of the occupancy agreement and non-refundable deposit. Cancellation within one week of reserved space allocation will result in a forfeiture of rental deposit. Refunds will not be issued for no shows.

Facility Use Definitions: these will be incorporated into the prioritization of the Community Center and into the associated fee structure.

A) Parks & Rec Programs: Programs offered by or sponsored by the Shorewood Park & Rec department &/or the Community Center Director. Recreational programming will be required to pay a rental fee, in which case the Director may choose to accept either a percentage of the programming fee as rental fee, a per person fee, or require the hourly fee representative of the fee schedule.

B) City Government/Activities: Meetings, programs, or activities in support of government operations including, but not limited to, City Council meetings, other public meetings representing city departments for all five communities including, Shorewood, Excelsior, Deephaven, Tonka Bay, and Greenwood.

C) Senior Program: Activities associated with the operation of the senior center programming via a shared use of rooms for rentals thus promoting a self-sustaining effective use of center space.

D) Private: An individual or group using the facility for personal non-public or private purposes – such as for weddings, banquets, receptions etc...

1) Resident: Any person who maintains a residential address in the Cities of Shorewood, Excelsior, Tonka Bay, Greenwood, or Deephaven. A group/business is granted fee based resident status if it has a mailing address in the Cities of Shorewood, Excelsior, Tonka Bay, Greenwood, or Deephaven or has at least 35% of its membership roster resides in these Cities.

2) Non-Resident: Any person or business entity who maintains a residential address outside the Cities of Shorewood, Excelsior, Tonka Bay, Greenwood, or Deephaven.

Residents are not allowed to reserve the Community Center for events on behalf of a Non-Resident.

E) Shorewood (5 city) based Commercial and Business

Organizations: businesses and commercial organizations who operate for profit or for the purpose of promotion or advertisement

F) City sponsored or affiliated groups, organizations, activities of a public service nature, non-profit organizations: Limited to community partnerships which contribute to the well-being and betterment of the community – including but not limited to, public entities such as the library, watershed, school; civic groups such as the rotary, chamber of commerce; non-profit groups such as lions clubs, churches, neighborhood meetings.