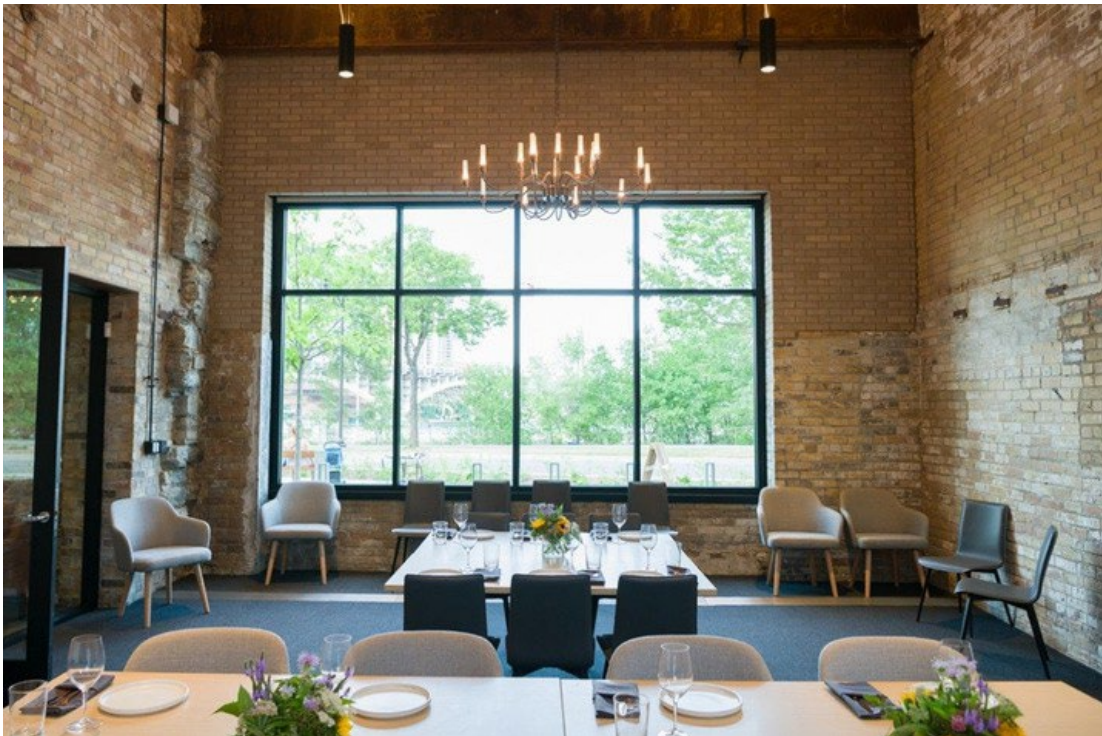




**Minneapolis**  
Park & Recreation Board

# Water Works Rental Guide



**Water Works Pavilion**, 425 West River Parkway, Minneapolis, MN 55401  
**Email:** [waterworks@minneapolisparke.org](mailto:waterworks@minneapolisparke.org)

**Water Works is an active, urban green space and building grounded in rich history that traces back to the beginnings of our city. The renovated Water Works Pavilion is a place unlike any other in Minneapolis with daily programming, modern amenities, and a full-service Indigenous restaurant, Owamni.**

## **APPLICATION PROCESS**

### Availability and Booking

Thanks for selecting the Lenzmeier Family Foundation Classroom for your gathering. Your business is important to us and we will work with you to host a successful event. The classroom is rented exclusively through the Minneapolis Park and Recreation Board. For those interested in booking the room scan the QR code below:



Click on the “Rent Space at Water Works Pavilion” button. This leads you to the calendar for the room. To request to rent and to see the most accurate schedule you will need to create an account within Minneapolis Park and Recreation Board’s reservation system, ActiveNet. Once you have submitted your rental request your date and time is tentatively booked for 14 calendar days. During that period of time Minneapolis Park staff will communicate with you about the details of your rental and no other rentals will be scheduled in conflict with your date and time.

### Rental Hours

The facility is available to be booked from 9:00am to 9:00pm (Spring and Summer Seasons) and 10:00am to 9:00pm (Fall and Winter Seasons) seven days a week. Requests can be made to rent the facility outside those hours for an additional fee and subject to staff availability.

### Fees and Payment

The rental fee for the Lenzmeier Family Foundation Classroom space is \$50 an hour plus tax. If you have a non-profit organization please be prepared to share your tax exempt number.

**Payment is due within seven calendar days of rental request being approved.** You will receive an automated e-mail from our reservation software and an e-mail from Water Works staff with a rental guide and information about how to make your rental payment. **Your reservation will only be confirmed once full payment is made. If payment is not made within seven calendar days’, then the rental request will be cancelled.**

Any rental groups that run over their permitted time will be charged for the additional use at \$50 per hour plus tax.

### Cleaning Fee

Renters will have clean up responsibilities before the end of their rental time and leaving the facility. Failure to adhere to the clean up responsibilities will result in a **\$100 cleaning fee**. Details on renters clean up responsibilities are outlined in ***"Renters Clean Up Responsibilities"*** section.

### Percentage of Revenue Fee

If an admission fee is charged; or if revenue is collected from sale of any item(s); or if money is collected to pay someone providing a service associated with an event (e.g. a speaker or performer), then a percentage of gross revenue collected must be paid to the Minneapolis Park and Recreation Board as follows: (applies if fees are collected on site)

- Ten percent (10%) of gross revenue for non-profit organizations/government with a minimum of \$25.00 paid in advance.
- Twenty percent (20%) of gross revenue for all others with a minimum of \$100.00 paid in advance.

### Cancellation and Refund Policy

Refunds for cancelled use will be given as follows (calendar days):

- Full refund with 15 or more calendar days' notice
- Fifty percent (50%) refund with 7 to 14 calendar days' notice
- No refund with less than 7 calendar days' notice

If Minneapolis Park and Recreation Board cancels the rental due to unforeseen circumstances all fees will be refunded. **All cancellation requests must be submitted in writing.**

### **Supplemental Guidelines**

The permit holder or designee, known to and approved by the Minneapolis Park and Recreation Board, is required to be on site during the entire rental, including preparation and clean-up/load-out. For any public activity held at Water Works, applicants shall comply with all applicable local, state and federal laws and regulations. All Minneapolis Park and Recreation Board properties and facilities prohibit smoking. Pets are welcome in our outdoor spaces of the park, only service animals are allowed inside the facility.

### Food and Alcohol

Catering, including alcohol service, is available onsite through Owamni by the Sioux Chef, located on the second floor of the Water Works building. To inquire about Owamni by the Sioux Chef catering and events contact:

**Alexa Wyatt, Events Manager**

**Owamni by the Sioux Chef**

**Alexa.w@owamni.com, 612-850-6345**

If you are utilizing Owamni by the Sioux Chef as your caterer for your rental, you will work directly with Owamni by the Sioux Chef staff to coordinate both your catering and room rental on one invoice.

### Food and Alcohol cont.

All alcohol service will be hosted by Owamni as the liquor license holders for the property. You can select other catering companies and bring your own food and non-alcoholic beverages for your rental. We do not provide any linens, dishes, glassware or silverware. If food is being served to the public renters are required to get a City of Minneapolis Food Permit.

### Bathrooms

Water Works Pavilion has four (4) single stall restrooms that are open to the public on the lower level, two (2) of which are fully accessible. An adult sized changing table is located in an additional bathroom on the second floor in the lobby area of the Owamni by the Sioux Chef Restaurant with elevator access.

### Capacity

Rental capacity of the Lenzmeier Family Foundation Classroom is 36 seated guests and 44 standing-room only. **Room capacity is not to exceed 44 people at any time.**

### Signage for Events

Rental groups may post signs on park property (ex. A-frame signs, flyers, brochures etc.) indicating where their event is located as long as it is not damaging park property, blocking walkways or impeding on existing park signage.

- Signs must be posted on the day of the event; rental groups may not post signs to promote their event in advance.
- All signage must be removed after the event. Signage not removed after the event will be disposed of by MPRB staff.

### Sound

Absolutely NO amplified sound before 8:00am or after 10:00pm. For rental groups using their own sound system please be aware there is a restaurant on site and a public space adjacent to the rental space. We ask all groups to keep the door closed when using their sound system. If the noise becomes disruptive, park staff will ask the rental group to turn the sound down or off. MPRB does not have power cords or sound equipment for rental use.

### Decorations

Renters may bring their own decor (tablecloths, floral arrangements, etc.) for their event. MPRB does not provide any decor. **Due to the historic nature of the building NO decorations may be affixed to the walls or ceiling in the Lenzmeier Family Foundation Classroom.** Additional restrictions include:

- No glitter or confetti of any kind is allowed
- All decorations must be temporary and removed at the end of the event. **Any decorations left after the event has ended will be subject to the cleaning fee of \$100 and disposed of by MPRB staff**
- Tealight candles are allowed

### Parking

Paid parking is available at the Mills Ruins Parking lot off of West River Parkway, this is a public parking lot with 37 spaces. Additional paid parking is available via meters on West River Parkway and on South 1st Street. **Parking fees are not covered by your rental of the Lenzmeier Family Foundation Classroom, no parking is allowed in the marked MPRB Employee-Only parking spaces on West River Parkway.** See *“Exterior Water Works Map”* for parking locations.

### Public Spaces

The lower level of the building including the bathrooms and outdoor spaces are open to the public during posted building and park hours. Renting the Classroom does not include the use of any of the public spaces and renters are not permitted to set up any rental materials (check-in table, decor, etc.) in any of the public space. The tables, chairs, and other fixtures at Water Works are for public use. Renters may not move outdoor patio furniture or indoor furniture into the Classroom for use during their rental.

### Load In/Out

Vehicles of any type are not permitted to operate on park premises other than on roadways or in parking lots. There is a designated 30 minute loading zone on West River Road to utilize for rental load in and out. Location of the loading zone is listed on the *“Exterior Water Works Map”* section below. **There is no parking allowed in the loading zone.**

### **Renter Clean Up Responsibilities**

All rental groups must remove any and all rental-related materials brought in, including but not limited to rentals, equipment, supplies, litter, recycling and refuse. Failure to remove all rental related materials and waste from the space will result in **cleaning fee of \$100** and loss of future rental opportunities. All person, groups or organizations using the facility shall be responsible for damaged, broken, or missing property and shall reimburse the Minneapolis Park and Recreation Board for all such losses incurred.

During the event rental groups may use the 4 trash/recycling containers located under the buffet. **At the end of the rental, all containers must be emptied and removed from the property by the rental persons or group.**



Renter Clean Up Responsibility Cont.

If additional trash bags are needed during the rental period Water Works park staff will be able to assist. Park staff will handle all other cleaning aspects after your rental event has ended.

**Furniture, Fixtures, Amenities and Layouts**

The Lenzmeier Family Foundation Classroom has a 20 foot buffet counter with 21 outlets and a sink. There are 2 covered outlets in the floor with 4 plugs per outlet. The below listed furniture and equipment is included in your rental cost. Minneapolis Park and Recreation staff will work with you to determine the furniture, equipment and room layout of your choice for your rental. *There is no storage space or refrigeration available.*

Six, 5 ft. rectangular tables



One, 6 ft. white plastic folding table



One, 4 ft. white plastic folding table adjustable height to 34"



Forty, black cushioned chairs



Furniture, Fixtures, Amenities and Layouts Cont.

Twelve, gray fabric cushioned chairs



One, 65" TV with camera and HDMI connector on a mobile stand



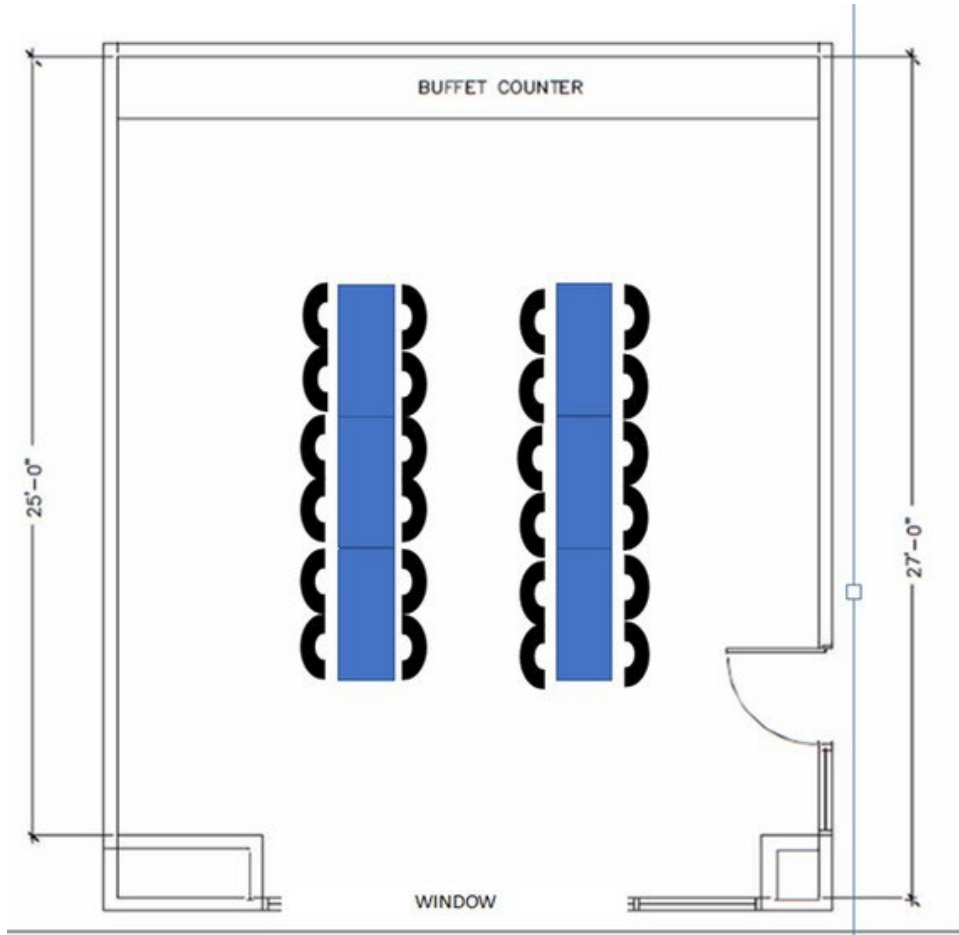
Additional equipment available:

- One power strip
- One extension cord



## Room Layouts

The Lenzmeier Family Foundation Classroom can be arranged in a variety of setups for events and our staff will work with you to arrange the room to fit your desired configurations. The default room layout is our “Standard Layout”, see image below. This consists of two rows of 3 tables with a total of 24 of the black cushioned chairs.



You are able to change your choice of furniture or room layout at any time. **Please provide your Minneapolis Park and Recreation staff contact with your equipment and room layout choices 5 days prior to your rental date.** Unless we hear otherwise the room will remain in the standard layout for your event.

## Water Works Exterior Map

Below is the exterior map of parking, loading zones, and building entrance

**Yellow** = Paid parking options

- Mills Ruins Parking Lot
- Street parking on 5th Ave.
- Street parking on 1st St.
- Street parking on West River pkwy.

**Orange** = 30 minute loading zone

**Red** = Building entrance

