



Black Bear Crossings on the Lake

2010

Maaka De Maakwa Azha Wiskaad

Phone: 651-488-4920

Fax: 651-488-4915

1360 North Lexington Parkway, St. Paul, MN 55103

2010 Community Room Reservation Form

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Being able to be in business and provide a forum bringing community together is of paramount interest for the owners of Black Bear Crossings. It is in this spirit of community development that Black Bear Crossings on the Lake welcomes you to utilize our FREE community-meeting rooms. **There is no requirement to purchase anything and there is no charge for the use of the rooms, unless you or your group are charging your participants for your services.** If there is a fee requirement by you or your group, Black Bear Crossings on the Lake will ask for 20% of the total revenue. Please remember we see ourselves as a community center first, with the cafe being the vehicle to drive that center. Fill out the following information and fax it back to (651) 488-4915. Missing information will slow the process.

___ Flipchart w/easel \$50

Circle Method of Payment:

___ Easel \$15

Cash

Visa

MasterCard

****Please bring your own Extension Cords & Dry Erase Markers****

Group Name (used on Daily Directory): _____

Contact Name: _____ E-mail address: _____

Phone Number () _____ Fax Number () _____

Billing Address: _____ Apt or Suite # _____

City: _____ State _____ Zip Code: _____

Event Date: ___/___/2010 Day: _____ Start Time _____ End Time _____

Number of Guests Attending: _____

Are you charging a fee, and if so how much per person? _____

If you are charging a fee, Black Bear Crossings requires 20% of your total intake as a fee for the space to help with upkeep

PLEASE NOTE: Fill out a new form for each date you are requesting.

Damage Agreement (applies to all groups):

By signing below you agree to pay for any damage/theft that occurs. Please note damage includes but is not limited to the following specifics: not cleaning up after yourselves, not returning tables/chairs to original position, any food or beverages not purchased at Black Bear Crossings, or any materials taped to walls/furniture. Any prohibited items will be removed immediately. Damage fees will be assessed by Black Bear Crossings. If your group does not follow the "Rules of Respect" you be asked to pay a damage deposit the next time you use our space. If problems persist, you will not be allowed to use our space again. **The Rules of Respect found on Page 2 must also be read, signed and returned with this reservation form.**

Day-of Contact Person: _____

Date: _____ Signature: _____



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RULES OF RESPECT

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Each rule must be read and your initials placed in the box to the left.

1	Your group is required to make a journal entry. This leaves a living history for the space, and provides positive energy for groups that follow.
2	These rooms may not be reserved as a back-up. If reserved, they must be used.
3	One member of your group must sign in upon arrival & exchange your driver's license or ID badge for the key to your meeting room. Please inform our staff immediately if something in the room is out of place, the door is unlocked, etc.
4	Free meeting rooms are in the basement. Basic heat is supplemented with space heaters in the winter. There is NO air conditioning, so in the summer you may want to bring a fan. Dress appropriately.
5	A public pay phone is located in the front entrance. Black Bear employees are not able to deliver messages down to your group. Internet connections, phone lines, fax & copy services are not available.
6	Due to insurance liabilities and health regulations, Black Bear does not allow any food, beverages or snack items to be brought into our establishment that have not been purchased from Black Bear. No exceptions. Coordinate special dietary needs in advance. Any items found not purchased from Black Bear will be immediately removed.
7	Catering must be ordered no less than 1 week in advance.
8	Payment in full must be received before any food/equipment is brought into the room. Payment may be made by Visa, MasterCard, or business check. Purchase orders & personal checks are not accepted.
9	Bring your own extension cords, dry erase & permanent markers, as Black Bear does not provide them.
10	To help keep repair/maintenance costs down so we can continue to provide FREE space, Black Bear does not allow any kind of tape or gum-like substances to be used anywhere in the building. When found, all taped items will be immediately removed. Additional signage is not allowed; we provide a Daily Directory & have friendly staff to give directions. *3M Post-It Note Flipcharts are recommended as the self-adhesive backing does not damage our walls.
11	Candles and confetti are not allowed. If found, they will be removed, and you may be charged a fee.
12	a. Please call to confirm 2 business days prior to your event, in order to avoid forfeiture of the space. b. Cancellations of catering arrangements must be made 2 business days in advance to avoid being billed. c. Cancellation of space is required ASAP, so as to allow other groups the opportunity to use the space.
13	The Michael Donald Glass & Larry Kitto Rooms share one light switch that may not be turned off.
14	The room must be returned to its original condition upon departure. Treat our fixtures as your own. When your meeting is finished, lock the door & return the room key. You will be billed for any damages & excessive cleaning.
15	The elevator is the only way to get to and from the meeting rooms. There are EMERGENCY EXITS located by each room for EMERGENCIES ONLY & may not be used for any other purpose. Alarms will sound when opened.
16	At least one adult (over 18) must be present for each group.
17	Ignorance is not an excuse. This page and the damage agreement must be signed. You are responsible for your group.

Name, signature, and contact number of person On-Site, who will be in charge of enforcing the "Rules of Respect."

Clearly Printed Name: _____ Contact Number : _____

Signature: _____ Today's Date: _____