

Victoria Recreation Center Meeting Room Rental Guide

Contact the Parks & Recreation Department at
952-443-4231 or rentals@ci.victoria.mn.us

Thank you for choosing the Victoria Recreation Center to host your event! Please take the time to review the following information. By signing our rental agreement form, you agree to adhere to City of Victoria ordinances, rules, and policies.

VICTORIA RECREATION CENTER (VRC)

Victoria Recreation Center Hours:

- Summer Hours (Memorial Day to Labor Day)
 - Monday-Thursday: 5:00 a.m.-9:00 p.m.
 - Friday: 5:00 a.m.-6:00 p.m.
 - Saturday-Sunday: 6:00 a.m.-6:00 p.m.

- Winter Hours (Labor Day to Memorial Day)
 - Monday-Friday: 5:00 a.m.-10:00 p.m.
 - Saturday-Sunday: 6:00 a.m.-10:00 p.m.

Meeting Room Options:

- Lobby Room
 - Maximum Capacity: 35
 - Square Feet: 554

- Multi-Purpose Room
 - Maximum Capacity: 50
 - Square Feet: 1,498

Facility Information: Please visit the [Victoria Recreation Center webpage](#) for information about the amenities within each meeting room.

VICTORIA RECREATION CENTER REGULATIONS

City of Victoria parks are governed by City Code Chapter 18. Below is a summary of important regulations to facility users and renters. Prior to using the VRC and renting a meeting room, please review the entire city code here:

https://www.ci.victoria.mn.us/government/city_code.php

Pets: Pets are not allowed within Victoria Recreation Center.

Alcohol Use: Alcohol is prohibited within the Victoria Recreation Center and parking lot.

Flammables: Flammables, such as candles and matches, are not allowed within Victoria Recreation Center.

Explosives and Weapon Use: Explosives, such as fireworks, and any weapons are not allowed within a City of Victoria park, or the Victoria Recreation Center and parking lot.

RENTAL FEE & REFUNDS

VRC meeting room rental fees are set by City Council through the City's fee schedule. View the City's Fee Schedule on the City's website: https://www.ci.victoria.mn.us/government/reports_and_documents/fee_schedule.php

Rental fees are due in full at booking and include exclusive use of the room. Rental reservations and fees do not include exclusive use of the VRC, parking lot, bathrooms, and other parks and park facilities and amenities. Reservation fees for VRC meeting rooms are non-refundable. Canceled reservations can be re-booked for an open date within 365 days of the original rental. The City reserves right to cancel rental agreement at any time. The City will notify renter as soon as possible if such cancelation occurs.

TECHNOLOGY WITH THE VRC

The City of Victoria will provide an A/V cart with a 45" monitor. Computers or cord connections are not provided in the rental.

Wireless internet access is available throughout the VRC. The open network is called "VIC-RC".

CATERING AND OUTSIDE FOOD

Renters are able to bring in outside food or beverages when renting VRC meeting room spaces. If using a caterer, the caterer must be licensed and the caterer's name and catering number must be provided prior to the rental date.

If renters anticipate the sale of food or beverages, the renter must provide general liability insurance in the minimum amount of \$2 million, with the City named as an additional insured.

Alcohol is not allowed within the Victoria Recreation Center and parking lot.

SET-UP & CLEAN-UP

The renter is responsible for setting up, including placing tables and chairs. The renter is also responsible for cleaning the reserved area, including placing all trash in proper receptacles, returning tables and chairs to proper racks, and removing all belongings from the rental room.

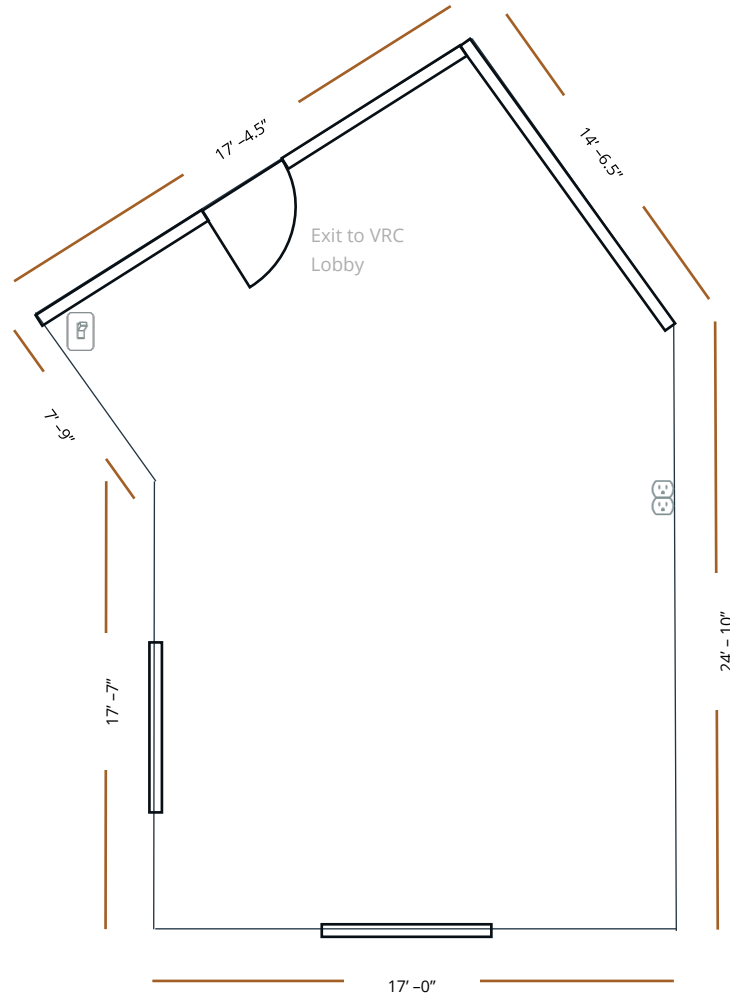
Set-up and clean-up time should be included in the reservation.

LIABILITY

The City of Victoria is not responsible for any loss, damage, injury, or illness by the users of the Victoria Recreation Center. The renter is responsible and liable for any damages to the Victoria Recreation Center and its spaces.

MEETING ROOM LAYOUTS

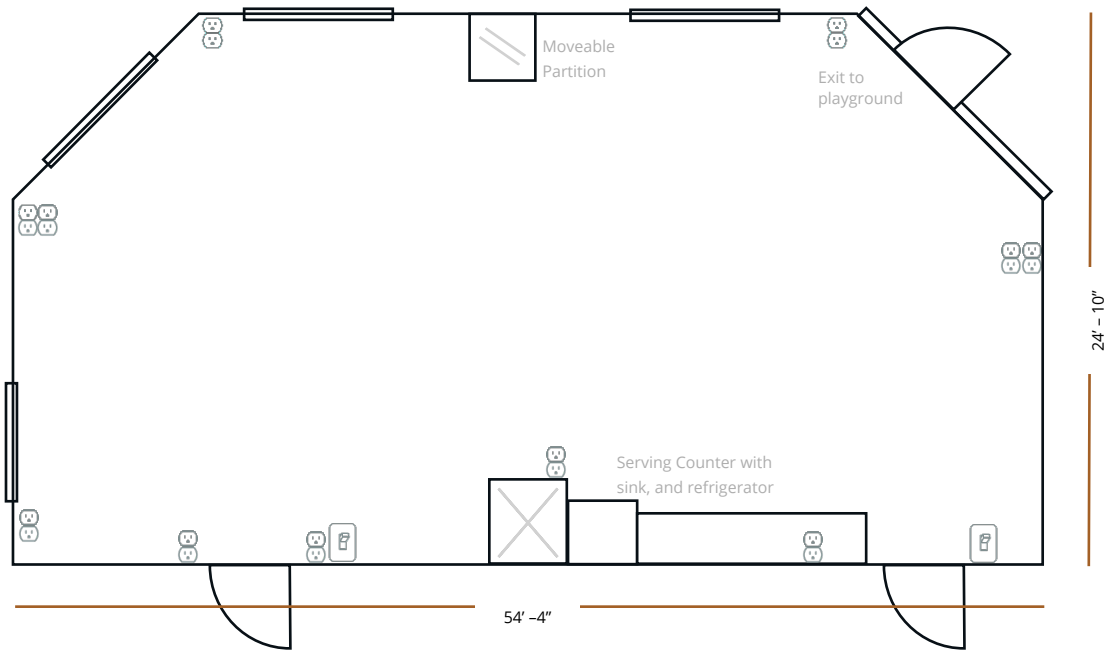
Lobby Room Layout:



Lobby Room Includes:

- A/V cart with a 45" monitor
- Conference room table with eight (8) chairs
- Conference room table with six (6) chairs

Multi-Purpose Room Layout:



Multi-Purpose Room Includes:

- A/V cart with a 45" monitor
- Serving counter with sink and refrigerator
- Moveable partition