

Additional Information

All rooms and restrooms are handicap accessible and have wireless internet access.

Available Resources

8' and 6' Rectangle Tables (4 each)

Piano

Portable Microphone Sound System

DVD/TV

Projector Screen

Extension Cords and Multi Plugin

Coffee

\$25.00 per day under 50 people

\$35.00 per day over 50 people

\$5.00 per carafe

Liquor

If liquor is served, the individual is required to have a Special Deputy (additional fee) on-site during the rental and your caterer must have a liquor license, if no caterer then you are also required to get insurance.

Updated 11/22/2019

Policies

1. The rental fee for the first hour of the entire rental is due when the contract is turned in. Full payment is due at least one week in advance of the rental date except when invoicing option is used.
2. Damage deposit of \$200 is required when contract is handed in for all large group non-business meeting related rentals or at the discretion of management. Deposit will be refunded back to the renter if there are no issues with the rental including rented area being appropriately cleaned and no damage to equipment or facility.
3. The reservation is not official until the contract, damage deposit, and a minimum of the first hour rental fee is turned in.
4. *Cancellations & Building Closed:* Cancellations/Changes to the rental dates/times/rooms must be received 30 days prior to the date of rental to avoid rental charges. Any rental cancellations/changes under 30 days, the renter will be responsible for the full rental amount. If building is closed due to inclement weather, renters will receive the option of a credit, a refund, or the event can be re-scheduled.
5. For security reasons, the South Main Entrance will be the only door unlocked. No keys will be issued.
6. Building Monitors will only open the scheduled rooms at the times they have rented according to the contracted hours. Any additional rooms/hours will be billed to the Renter. Please be considerate of the Building Monitors and exit the building by your ending time. Should your time exceed your contracted hours, additional billing charges will occur.
8. *Multi-Purpose Room:* Renters should not be in the kitchen area unless they have rented that space for the use of the ovens only. Renters cannot go into the cupboards/drawers to use items or use the dishwasher. Should you need to go in the kitchen to use the sinks for clean-up please notify the Building Monitor.
9. The room(s) rented must be left in a clean condition with all equipment returned to its proper place (tables, chairs, etc.) Set up and decorating for the rental is the responsibility of the renter. All renters need to take garbage out to the dumpster before leaving.
10. The renter/organization assumes all responsibility for payment of any damages to equipment and facility.
11. The facility will be used only by the organization or individual that rented it and for the purpose it was rented.
12. This application is made subject to the rules of the City of Owatonna and the Parks & Recreation Board.
13. In consideration of the use of this facility, applicant/renter agrees that the City of Owatonna shall not be liable for any personal injury or damages to property, which may occur during a time when the facility is in use by the applicant/renter.



West Hills Social Commons

A Division of Parks & Recreation

Room Rentals

**Great for Receptions,
Anniversaries,
Graduation and Birthday
Parties, Business
Meetings and more!**

500 Dunnell Drive
Owatonna, MN 55060
507-444-4280
[www.ci.owatonna.mn.us/
parks](http://www.ci.owatonna.mn.us/parks)

Rooms Available

Multi-Purpose Room (1st floor)



Capacity of 120-Banquet/160-Theatre

12 Large Round Tables with 8 Chairs each
Commercial Kitchen with Stoves/Ovens & Sinks
PA System
Large Projector Screen
Piano
TV, CD/VCR/DVD and Sound System
Podium with Wired or Wireless Microphone

Board Room (1st floor)



Capacity of 50-Classroom/Theatre

11 Tables, 45 Chairs, Phone
Projector Screen
Chalk and White Board
Portable Speaker System

Rooms Available

East Meeting Room (2nd floor)



Capacity of 35-Classroom/Theatre

6 Tables with 4 Chairs each
TV, DVD, VHS and Phone

West Meeting Room (2nd floor)



Capacity of 50-Classroom/Theatre

8 Tables with 4 Chairs each and tile floor
Kitchenette (Refrigerator, Stove, Microwave & Sink)

Rental Room Costs

Multi-Purpose Room Only

One Time Rental: \$50.00/hr
3 hours: \$130.00 (\$20 off)
4 hours: \$175.00 (\$25 off)
5 hours: \$220.00 (\$30 off)
6 hours: \$265.00 (\$35 off)
Monthly Rental or Non-Profit Rate: \$35.00/hr
3 hours: \$85.00 (\$20 off)
4 hours: \$115.00 (\$25 off)
5 hours: \$145.00 (\$30 off)
6 hours: \$175.00 (\$35 off)

Multi-Purpose Room with Kitchen

One Time Rental: \$65.00/hr
3 hours: \$175.00 (\$20 off)
4 hours: \$235.00 (\$25 off)
5 hours: \$295.00 (\$30 off)
6 hours: \$355.00 (\$35 off)
Monthly Rental or Non-Profit Rate: \$50.00/hr
3 hours: \$130.00 (\$20 off)
4 hours: \$175.00 (\$25 off)
5 hours: \$220.00 (\$30 off)
6 hours: \$265.00 (\$35 off)

Board Room

One Time Rental: \$35.00/hr
3 hours: \$90.00 (\$15 off)
4 hours: \$120.00 (\$20 off)
5 hours: \$150.00 (\$25 off)
6 hours: \$175.00 (\$30 off)
Monthly Rental or Non-Profit Rate: \$25.00/hr
3 hours: \$60.00 (\$15 off)
4 hours: \$80.00 (\$20 off)
5 hours: \$100.00 (\$25 off)
6 hours: \$120.00 (\$30 off)

East Meeting Room

One Time Rental: \$35.00/hr
3 hours: \$90.00 (\$15 off)
4 hours: \$120.00 (\$20 off)
5 hours: \$150.00 (\$25 off)
6 hours: \$175.00 (\$30 off)
Monthly Rental or Non-Profit Rate: \$25.00/hr
3 hours: \$60.00 (\$15 off)
4 hours: \$80.00 (\$20 off)
5 hours: \$100.00 (\$25 off)
6 hours: \$120.00 (\$30 off)

West Meeting Room with Kitchen

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3 hours: \$90.00 (\$15 off)
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