Duluth Parks & Recreation

Building Rental Permit Guide

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FEES

Rental reservations can be made online at https://duluthmn.gov/parks/reservations-permits/

RENTAL RATES

- Hourly Rental / Special Event Rental — $50 first hr and $25 each additional hour
- Youth Birthday Party — $30/hr
  - Youth is 16yrs of age and younger
- Community Programming — $30/hr
- Wedding — $120/hr – Resident; $170/hr – Nonresident

ADD ON'S

- Refundable Damage Deposit — $100
- Alcohol Consumption Permit — $150
- Food Truck/Vendor Fee — $25
- AV System (Evergreen & Morgan Park) — $40
  - Speakers, microphone, AV Cart, projection screen and speakers. HDMI hook up needs to be provided by the customer.

GROUP PROGRAMMING

Schedule a program with Duluth Parks and Recreation for your birthday party or event! Parks and Recreation Staff come to your rental location with all the equipment and supplies to facilitate a lesson or activity customized for the group or goes with your party theme.

Prices vary depending on program and participant numbers. Call or email to inquire about times and program options for your group: 218-730-4300 or parks@duluthmn.gov

Choose from the menu of options for your party!

Outdoor Education Lessons:

- Astronomy
- Forest Ecology
- GPS/Geocaching
- Team Building
- Nature Art
- Orienteering/Map & Compass
- Survival Skills
- Water Ecology
- Wildlife Studies

Recreation Activities:

- Archery
- Arts and Craft Kits
- Disc Golf
- Fishing
- Hiking
- Kickball
- Snowshoeing
- Soccer
- Ultimate Frisbee
- Wiffleball
- Yard Games: Croquet, Bocce Ball, Corn Hole, Kubb, Giant Jenga, Giant Connect 4

FACILITY AMENITIES

Please carefully read the amenities and guidelines specific to your rental space as they are not all the same and there may be information specific to your location that is important to your rental.

CITY CENTER WEST/EVERGREEN CENTER: 5830 Grand Avenue

The Evergreen (City Center West) building offers a large rental space for meetings, celebrations, classes and more. The building operates as a Senior Center from 8am – 3pm, Monday through Friday.

HOURS OF AVAILABILITY: 8am – 10pm

OCCUPANCY: 50 people

PARKING AND FACILITY ACCESS:

- 20 Off Street Spaces (5 – accessible spaces)
- The City of Duluth does snow removal at facilities, please note that the snow may not be cleared from your facility rental during your event.
- Close access to the door for drop off and pick up of event supplies.

AMENITIES:

- Variety of tables to accommodate 50 people
- 50 Chairs
- Restrooms (fully accessible)
- Free Wi-Fi
- Air Conditioning
- Facility is handicap accessible
- Coat Room
- Projection Screen/AV system available to rent for a $40.00 add on fee.
- Kitchen Amenities: Countertops, microwave, stove/oven and sinks for serving (all other amenities not included in rental). Serving utensils and dishes not available, plan accordingly.



MORGAN PARK COMMUNITY CENTER: 1242 88th Avenue West

Morgan Park Community Recreation Center offers a large space suitable for meetings, celebrations, classes and more. The building operates as a Senior Center from 8am – 3pm, Monday through Friday. The pavilion at the playground is not included in the building rental. Inquire with the Parks Permit Coordinator about renting the pavilion for an event. For information about wedding events at Morgan Park Community Center, see wedding section at the end of the permit guide.

HOURS OF AVAILABILITY: 8am – 10pm

OCCUPANCY: 100 people

PARKING:

- 51 Off Street Spaces (2 – accessible spaces)
- Close access to the door for drop off and pick up of event supplies**.**

AMENITIES:

- Tables (18 eight-foot banquet tables)
- 100 Chairs
- Projection Screen/AV system available to rent for a $40.00 add on fee.
- Single stall Men's and Women's Restrooms (fully accessible)
- Facility is handicap accessible
- Kitchen Amenities: Countertops, microwave, fridge, stove/oven and sinks for serving (all other amenities not included in rental). Serving utensils and dishes not available, plan accordingly.
- Playground
- Disc Golf Course (7 holes)
- Ice Rinks
    - Pleasure Rink – Open to public
    - Hockey Rink – Open to public when not reserved for formal Hockey Events
- Coat Room
- Gathering area in the entry
- Cleaning Supplies: Broom, dust pan, mop and mop bucket in table storage room to the right of the kitchen
- Dumpster for all garbage removal located out the back door of the kitchen.





PORTMAN COMMUNITY CENTER: 4601 McCulloch St.

Portman Community Recreation Center is suitable for meetings, celebrations, classes and more. The building operates as a Senior Center from 8am – 3pm, Monday through Friday.

HOURS OF AVAILABILITY: 8am – 10pm

OCCUPANCY: 50 people

PARKING:

- 35 Off Street Spaces (3 – accessible spaces)
- Short distance to walk from the street to the front door for drop off and pick up of event supplies. Flat sidewalk with no steps to navigate.

AMENITIES:

- Variety of tables to accommodate 50 people
  - 9 banquet tables (6ft x 2.5 ft)
  - 2 banquet tables (8ft x 2.5 ft)
  - 8 square tables (3ft x 3ft)
- 70 Chairs
- Projection Screen (projector not available)
- Restrooms (fully accessible)
- Facility is handicap accessible via sidewalk off of 46th Ave. E.
- Space can be separated into two rooms by closing accordion doors
- Rental space is limited to upstairs only
- Kitchen Amenities: Stove/oven, serving counter, sink, fridge, and microwave.
  Serving utensils and dishes not available, plan accordingly.
- Playground, basketball court, various ball fields
- Rented space is limited to the upstairs level only, use of the lower level is not allowed
- Ice Rink
  - Pleasure Rink – Open to public
  - Hockey Rink – Open to public when not reserved for formal Hockey Events
- Cleaning Supplies: Broom, dust pan, mop and mop bucket in storage room to the right of the kitchen
- Dumpster for all garbage removal located in front of building near the street.





HARRISON COMMUNITY CENTER: 3002 West 3rd St

Located in West Duluth's Lincoln Park neighborhood, Harrison Community Center is suitable for meetings, community gatherings, birthday parties, classes and more.

HOURS OF AVAILABILITY: 8am – 10pm

OCCUPANCY: 50 people

PARKING:

- Limited off-street parking available. Overflow parking will have to occur on the street. For a larger gathering, street parking will be required. Permittee may also want to consider a shuttle service.
- Short distance to walk from the street or parking lot to the front door for drop off and pick up of event supplies. Flat sidewalk with no steps to navigate.

AMENITIES & FEATURES:

- Facility is handicap accessible
- Men's and Women's Bathrooms
- Projection Screen
- 79 chairs
- Variety of tables to accommodate 50 people
    - 12 banquet tables (6ft x 2.5ft)
    - 1 banquet table (5ft x 2.5ft)
    - 5 round tables (5ft across)
- Kitchen Amenities: Stove/oven, serving counter, sink, fridge and microwave.
- Rental is limited to the upstairs, basement is not included in the rental





LAFAYETTE COMMUNITY CENTER: 3026 Minnesota Ave

Park Community Center offers a beach house feel facility used for weddings, birthday parties, graduation parties, baby/bridal shower and more! For information about wedding events at Lafayette Community Center, see wedding section at the end of the permit guide.

HOURS OF AVAILABILITY: 8am – 10pm

OCCUPANCY: 50 people

PARKING:

- 12 Off Street Spaces (1 – handicap spot). For a larger gathering, street parking will be required. Permittee may also want to consider a shuttle service. This location is also a public beach access and parking is limited.
- Long walk on an uneven ramp to get to the facility doors. Permittee should consider using a cart/wagon for event supplies. If mobility is an issue for attendees, permittee should consider another facility.

AMENITIES:

- Variety of tables to accommodate 50 people (5 - 5ft round tables, 6 - 8ft banquet tables, 3 - 6ft banquet table)
- White Plastic Folding Chairs (55)
- Tables and chairs are NOT allowed outside
- Single stall Men's and Women's Restrooms (handicap accessible)
- Facility is handicap accessible via ramp to the back doors
- Kitchen Amenities: Countertops, microwave stove/oven and sinks for serving (all other amenities not included in rental). Serving utensils and dishes not available, plan accordingly.
- Cleaning Supplies: Broom, dust pan, mop and mop bucket in cleaning closet to the left of the fireplace.
- Projection screen available. No other AV equipment at this facility.
- Fireplace is not usable.
- Rented space is limited to the upstairs level only, use of the lower level is not allowed.
- Dumpster for all garbage and recycling removal located near the parking lot.
- Public restrooms and public beach access behind the building.





PIEDMONT COMMUNITY CENTER: 2302 W 23rd St.

Piedmont Community Recreation Center is suitable for meetings, celebrations, graduation parties, classes and more. Event space is located on the upper level of the building.

HOURS OF AVAILABILITY: June 1—September 30 of each year from 8am—10pm

OCCUPANCY: 50

- **PARKING:** Limited off-street parking available. Overflow parking will have to occur on the street. For a larger gathering, street parking will be required.
- It is a short distance walk from the parking lot/street to the front door for drop off and pick up of event supplies. There is no sidewalk on the street.

AMENITIES:

- Tables to accommodate 50 people (5 – 6ft banquet tables, 5 – 8 ft banquet tables, 1 – 2ftx2ft card table)
- Chairs to accommodate 50 people
- Men's and Women's Restrooms
- Kitchen Amenities: Countertops, microwave, fridge, stove/oven and sink. Serving utensils and dishes not available, plan accordingly.
- Cleaning Supplies: broom, dust pan, mop and mop bucket in cleaning cupboards located in the common area.
- Rented space is limited to the upstairs level only, use of the lower level is not allowed.
- Garbage cans for all garbage and recycling removal located outside to the right-hand side of the building when exiting.

BUILDING RENTAL PERMIT GUIDELINES

Please use the permit guide below to plan your event.

1. **PERMITTEE**
   The individual who has been issued a permit pursuant to the regulations and is authorized to conduct permitted activities at the venue.

2. **PARTICIPANT**
   Any individual who is identified by the Permittee, including but not limited to, a competitor, contestant, performer, exhibitor, invited guest, ticket holder, registrant, sponsor, and a participant entity's employees, agents and volunteers who are present at the event and the event organizer and their employees, agents and volunteers present at the event.

3. **PUBLIC MEETINGS**
   If your event is a public meeting in which a City Employee is a part of the meeting agenda and is present on behalf of the City as a part of their normal job duties, the permit fee will be waived.

4. **COMMUNITY PROGRAMMING**
   Permit fees for Community Programming are at a reduced rate. Community Programming means an event/activity that is open to the public, educational, affiliated with a school or non-profit and helps to support the mission of the Duluth Parks and Recreation Department. It is for programming, not meetings. Community Programming includes such things as Scouting programs and schools. Contact the Parks Permit Coordinator to inquire about Community Programming rates for facility rentals.

5. **VENUE**
   In regards to the permit, a venue is any City property permitted by the Parks and Recreation Department. This includes parks, pocket parks, trails, sport fields/courts and Community Centers.

   Review of your application will take into consideration the capacity of the venue; this is done to preserve the facility and ensure you have a space adequate for the event.

   All venues and their amenities have maximum capacities based upon fire/safety regulations, seating capacities, parking provisions and intended use. City of Duluth reserves the right to deny any application if the expected attendance will exceed the safe capacity of venue.

6. **CONTACTS**
   <u>Weekday During Business Hours</u>
   - For building concerns: 218-730-4303
   - For permit questions: 218-730-4305
   - For emergencies: 911

   <u>Weekend and After-Hours Emergencies</u>
   Emergencies are defined as no water, overflowing plumbing fixture, no electricity, inability to access or secure the building (doors or windows cannot be locked)
   - Public Utilities Dispatch: 218-730-4000

   Numbers are only for circumstances that cannot wait until the next day to be addressed. If it can wait, report it to the Parks and Recreation Division of Public Administration at 218-730-4300.

7. KEYS

The building key will need to be picked up from the Parks & Recreation Office (City Hall, 411 W 1st St., ground floor) by the day before your event, before 3:00 pm. The key can be dropped off at the City Hall drop box located on 2nd Street. Office hours are Monday-Friday, 8am-4pm. If your event is on the weekend, you must pick up your key on Friday.

Some buildings have a hex key hanging from a chain next to the door on the inside. This key is used to unlock the door so it can remain open during your event. Ensure the door is again locked upon departure.

If building keys are not returned, damage deposit will be retained and future rentals may not be granted.

8. AMENITIES

Unless indicated in the facility amenities section, rental does NOT include use of refrigerators, freezers, stove, coffee maker, serving utensils and dishes. Plan to come fully equipped with coolers and serving supplies if food is being served, or to supplement any special needs not included in the building use.

9. BUILDING ACCESS

Access to the facility is ONLY during rental reservation times indicated on the permit. No early access is allowed. Facility may be booked before or after your reservation.

10. DAMAGE DEPOSIT

A $100 refundable damage deposit is required for all building and park rentals. It is due at the time the reservation is made. Refunds of damage deposits may be fully or partially withheld for any of the following reasons:

- Damage to the facility
- Misuse of the facility
- Inadequate cleanup
- Missing or damaged equipment
- Additional janitorial or staff time after your event
- Misrepresentation of the type of event being held or residency status
- Misrepresentation of the group/individual using the facility
- Early entry or late exit of the facility
- Not having a copy of the permit on site during the event

Reservations made less than 90 days from the event will have the deposit returned back onto the credit card. Reservations made more than 90 days from the time of the event will have the deposit returned with a check sent in the mail.

If the $100 deposit creates an economic hardship, please contact the Parks Permit Coordinator to make other arrangements.

Damage fees that exceed $100 will be billed to the permittee. Any unpaid damage fees will go to collections.

11. RENTAL CLEAN UP

The facility must be cleaned and reset in the manner in which you found it.

- Garbage – Empty all garbage cans into dumpsters situated outside and replace with the provided can liners.
- Kitchen – Wipe all counters, sweep all floors, empty garbage and remove any food from the sink drain.
- Bathroom – Empty garbage, replenish toilet paper with supply, sweep floor. Not necessary for day rentals at the Park Point Beach House.
- Common Area(s) – Return tables and chairs as you found them, ensuring they are wiped off if needed. Sweep floors and empty garbage. All decorations must be removed from the facility.
- Sand – At Lafayette and the Park Point Beach House sand from the beach can take some extra time to sweep out of the facility.
- Mopping – Mops are available if needed. Do not leave food or sticky residue on the floors. In the winter, mopping may need to happen if snow and salt are brought into the facility with heavy traffic.

12. LIGHTED CANDLES and FIREPLACE

Open flame candles are not allowed. Fake candles operated by battery are allowed. At Lafayette and the Park Point Beach House the fireplaces are not usable.

13. LOST AND FOUND

The City is not responsible for personal property that is lost, stolen or damaged. For lost items, inquire with Duluth Police Department.

14. PHOTOS/VIDEOGRAPHY

Photographs and video are occasionally taken of participants while they are in programs, special events, city facilities or enjoying parks/trails. Please be aware that these photos may be published by the City of Duluth.

Duluth Parks and Recreation would like to see and share your photos of the City's parks and of citizens enjoying and utilizing our facilities. To share photos with us, go here: forms.duluthmn.gov/Forms/Parks-Photo-Release-Consent. Hashtag your photos on social media with **#duluthparksmn**

15. PARKING

Parking may be limited. Make arrangements such as carpooling and/or a shuttle service if parking is not sufficient for your rental. It is the permittee's responsibility to ensure their guests are aware of any parking restrictions or limitations.

16. FOOD/CATERING

If food and alcohol are provided for free by the private party, a licensed caterer is not required. If alcohol is for sale, a licensed caterer is required for the sale of the alcohol and the service of the food. See requirements under Alcohol Consumption Permit.

If you are using a caterer, the caterer must have:

1. Current applicable licenses, issued by the State of Minnesota
2. All necessary sales tax permits
3. Product liability insurance

The use of the fridge/stove/oven is not allowed at any of our facilities; plan accordingly.

17. FOOD TRUCKS

Permittees are allowed to invite food trucks to their event. Permittee must notify the Park Permit Coordinator to have the food truck added to the permit and an additional vendor fee of $25 is issued. Food Truck Operator Policies:

- Must have a Mobile Food Cart/Mobile Food Vehicle license from both the City of Duluth – City Clerk's Office and the Minnesota Department of Health
- Cannot drive or park on grass. Must stay in designated parking areas only.
- There is no electricity for food trucks onsite.
- If taking up metered parking spaces, food truck is required to pay the fees
- Must be more than 200ft from any restaurant
- Operator is responsible for clean-up and trash removal, Operator must provide waste containers and recycling for customer (Permittee) to use
- No glass bottles allowed
- Food Truck cannot impede normal traffic flow, cannot park on grass or pathways
- Operator will be charged for any damages or extra trash cleanup

18. SPECIAL EVENTS

If your event is open to the public it is considered a Special Event. In this case we would require a Certificate of Insurance to be submitted in addition to the rental fees.

Proper insurance is required for the time City property is occupied during a Special Event. The following must be provided:

- The minimum amount of Commercial General Liability policy shall be $1,000,000 each occurrence (as per State legislature requirement). Some events may require higher insurance limits, as per level of risk.
- A "Certificate of Insurance" listing the City of Duluth as the additional insured and certificate holder, along with park name(s), event name(s) and event date(s).
- Certificate can be faxed to 218-730-5913 or emailed to cseverson@duluthmn.gov

20. AV SYSTEM AND PROJECT SCREEN

Evergreen Senior Center and Morgan Park Community Center are equipped with a projector screen and AV system available for your use for an additional add on fee of $40.00. This rental fee includes use of a podium, wireless microphones, projector/projection screen, audio jacks/microphone port, USB ports, and a HDMI extension cable. There are no adapter cords available for laptops—you will need to provide your own.

ACORD"

CERTIFICATE OF LIABILITY INSURANCE

LATE IMM/00/YYYY) 12/10/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY ANO CONFERS NO RIOHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND. EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACTBETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, ANO THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder Is an ADDITIONAL INSURED, the polley(las) must have ADDITIONAL INSURED provisions or **be** endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such andorsement(s).

PROouc•R **ABC Insurance Agency, Inc.** **1234 Blvd. Suite** 118 Duluth, **MN 55801** License #: 12345678	CONTACT NAA1 John Doe E !,E,.. 11231456--0000 IFt:_, No): (123)456--0001 E-MAIL AOORESS: Joy@KaplanInsuranceAgency.com INSURERtS• AFFORDING CO\ERAGE NAIC# IN3URERA. **Cincinnati Insurance Comoanies**
INSURED Duluth **Event Comapny** PO Box 12345 Duluth, **MN 56801**	INSURER9 INSURERC INSURER0 INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: 00004759.() REVISION NUMBER: 7

THIS IS TO CERTIFY TI-I,\T THE POLICIES OF INSURANCE LISTED B:LOW HAVE BEENISSUED TO THEINSURED NAMED ABOVE FOR lliEPOLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT. TERMOR CONDITIONOF Afff CONTRACT OR OTH:R DOCUMENT WITH RESPECT TOWHICH THIS CERTIFICATE MAY BE ISSUEDOR '/ PERTAIN, THE INSURANCE AFFORDED BY THE POLIO ES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES LIMITS SHOWN MAY HAVE BEENREOIJCED BY PAID CLAIMS

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: M POLICY PRO- LOC OTHER:			EPP 1234567	1211212019	12/1212020	EACH OCCURRENCE $ 1 000 000 DAMAGE TO RENTED PREMISES (Ea encel $ 500,000 MED EXP (Any one Ptl50fl) $ 5 ODD PERSONAL & ADV INJURY $ 1,000,000 GENERAL AGGREGATE $ 2 000 000 PRODUCTS - COMP/OP AGG $ 2 000 000 $
A	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY X HIRED AUTOS ONLY X SCHEDULED AUTOS X NON-OWNED AUTOS ONLY			EPP 1234567	1211212019	12/12/2020	COMBINED SINGLE LIMIT (Ea accident) $ 1 000 000 BODILY INJURY (Per person) $ BODILY INJURY (Per accident) $ PROPERTY DAMAGE (Per accident) $ $
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE $ AGGREGATE $ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT $ E.L. DISEASE - EA EMPLOYEE $ E.L. DISEASE - POLICY LIMIT $

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Regarding Duluth Entertainment Dance Show at Gichi-Ode Akiing Park on 7/10/20 from 4pm-10pm.

Certif1eate holder is an additional insured on the general liability as required by written contract per form GA227.

CERTIFICATE HOLDER	CANCELLATION
City of Duluth - Parks & **Recreation** 411 **West** First Street Duluth, **w,I 55802**	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES **BE** CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE IJKFI

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19. ALCOHOL CONSUMPTION PERMIT

- All events with alcohol consumption of any sort must have an Alcohol Consumption Permit in addition to the event permit. Applications must be submitted at least 30 days in advance of the event. Permit fee is $150 plus a $500 refundable damage deposit.
  Alcohol consumption in a building is restricted to indoors only.
- Permittees found to be providing and/or consuming alcohol without an Alcohol Consumption Permit are subject to fines.
- Sections of these policies are enforceable by City Ordinances and State Statutes: Duluth City Code: Chapter 8 Article I Sec. 35-8, 9 and MN State Statute: 340A101, 340A.414

All permitted events are required to have the following Hold Harmless Waiver signed before permit is issued.

BUILDING RENTAL PERMIT HOLD HARMLESS WAIVER

Permittee agrees to defend, indemnify and save harmless the City and its employees, agents and assigns from any and all liens, claims, suits, demands, liability, judgments, costs, damages and expenses which may accrue against or be charged to or recovered from the City by reason or on account of any claim for damage or injury arising out of Permittee's use or occupancy of the reserved space or premises whether or not occasioned or caused by person(s) including Permittee, its members, employees, agents, volunteers, invitees, or tenants, or by reason of the use, development, operation, or maintenance of said space or premises by Permittee under this agreement. Upon ten (10) days' written notice, Permittee will appear and defend all claims and lawsuits against the City growing out of any such injury or damage. The City does not waive its immunities under state or federal law.

WEDDING EVENT GUIDELINES IN BUILDINGS

Weddings are permitted at Morgan Park Community Center and Lafayette Community Center.

TIMESLOTS:
The Wedding Event set-up cannot start before the time indicated on the permit or go past the end time indicated on the permit. There may be permits scheduled before and/or after your event. Plan accordingly. If you suspect time may be tight, you are encouraged to reserve additional time.

FEES:
Resident: $130/hr + $100 refundable damage deposit
Nonresident: $185/hr + $100 refundable damage deposit

MORGAN PARK COMMUNITY RECREATION CENTER:
The space is ideal for a medium to large wedding with occupancy of 150 for seated use (ceremony) or 100 for tabled use (reception). For an additional fee the pavilion in the park outside the building can also be rented. It makes for a nice indoor reception location when paired with Chambers Grove Park for an outdoor ceremony.

LAFAYETTE COMMUNITY CENTER:
The space is ideal for a small wedding event such as a ceremony, intimate reception or rehearsal space. When reserving the facility for a wedding event, the permittee has exclusive access to the upper level of the Community Center, but not exclusive access to the beach or parking lot. Smaller beach weddings are allowed as long as the beach is not blocked to the general public.