

# BUILDING RENTAL PERMIT GUIDE



**CITY OF DULUTH  
BUILDINGS  
AVAILABLE FOR RENT  
2016**

Department of Public Administration  
Parks & Recreation Division  
City Hall (Ground Floor) • 411 West 1st Street  
Duluth, MN 55802-1198  
Building Rental Line: 218.730.4305  
buildingrentals@duluthmn.gov  
<http://www.duluthmn.gov/parks/reservations-permits>

## BUILDINGS FOR RENT USING THIS PERMIT GUIDE

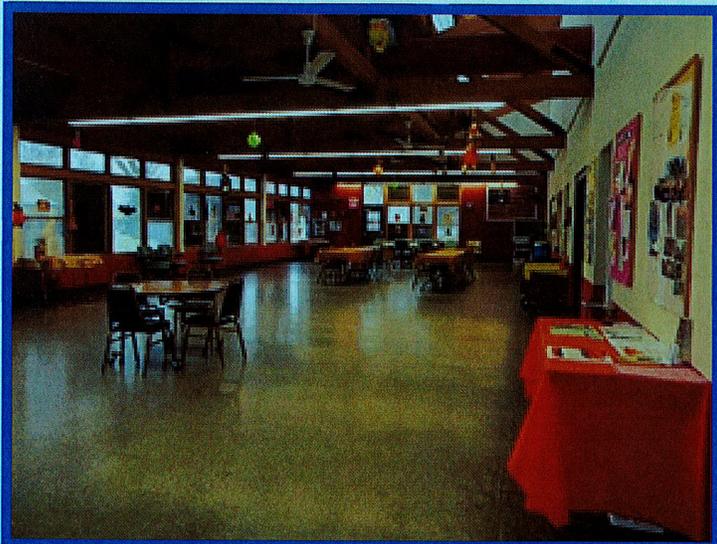
**DULUTH HEIGHTS  
COMMUNITY RECREATION CENTER**  
33 West Mulberry Street  
Maximum Capacity: 125



**EVERGREEN CENTER  
(CITY CENTER WEST)**  
5830 Grand Avenue  
Maximum Capacity: 150



**MORGAN PARK  
COMMUNITY RECREATION CENTER**  
1242 88th Avenue West  
Maximum Capacity: 125



**PORTMAN  
COMMUNITY RECREATION CENTER**  
4601 McCulloch Street  
Maximum Capacity: 75-100



**CALL OR EMAIL TO MAKE A TENTATIVE RESERVATION IF BUILDING IS SUITABLE AND AVAILABLE FOR YOUR NEEDS. AFTER RESERVATION HAS BEEN MADE, COMPLETE PAGES 1 & 2 OF THE "BUILDING RENTAL & ALCOHOL CONSUMPTION PERMIT" APPLICATION INCLUDED IN THIS PERMIT GUIDE - RETURN TO PARKS & RECREATION.**

## FEE STRUCTURE

Duluth Heights Community Recreation Center  
Evergreen Center (City Center West)  
Morgan Park Community Recreation Center  
Portman Community Recreation Center

### MEETINGS:

\$20 per hour (12 or less)

### YOUTH BIRTHDAY PARTY:

\$50 4-hour time slot (Youth 16 & under)

### OTHER EVENTS:

\$70 first hour

\$25 each additional hour

### EVENT SET-UP/CLEAN-UP:

\$20 per hour

### DEPOSIT:

\$100 without alcohol

\$200 with alcohol



### ALCOHOL CONSUMPTION PERMIT:

\$100 per hour

(Security needs are determined by the  
Duluth Police Department.)

*We are sorry, but we currently do not accept credit  
cards.*

**Deposits must be issued in a separate check, not  
combined with permit fees into one check.** The  
deposit will be held and returned after event upon in-  
spection by City of Duluth staff of the site used, if free  
of damage and garbage as stated on page 2.  
Replacement fees may apply for lost or broken items.

Permits are non-refundable and non-transferrable  
from one day to another.

## WHAT IS INCLUDED FOR USE ....WHAT IS NOT

### INCLUDED IN RENTAL:

Existing tables and chairs

Kitchen sinks and countertops

### NOT INCLUDED:

Refrigerators and freezers

Serving utensils, cups, dishes

Cleaning supplies

Come fully equipped with your own dishes, utensils,  
coolers for food, cleaning supplies, etc. Additional  
tables and chairs, if needed, must be brought in by  
permittee. What is in the building is all that is available  
from the City of Duluth.

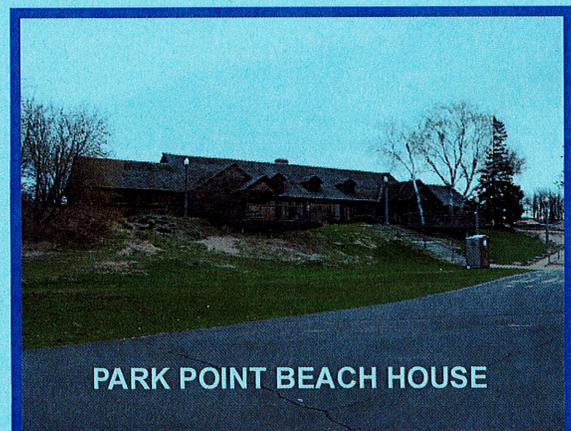
## ALCOHOL CONSUMPTION

An "Alcohol Consumption Permit" must be approved  
and security rules strictly followed before any alcoholic  
beverage is carried into the facility, distributed to, or  
consumed by, any persons attending the event. If you  
are planning on having any type of alcohol during your  
building use, please follow instructions on page 4.

## BUILDING USE & CLEANING GUIDELINES

- The signed permit must be in the permittee's possession when using the facility.
- The contact person or organization shall be responsible for the conduct and safety of all present.
- Motorized vehicles of any type may not be driven on or parked upon any off-the-road area.
- City ordinances must be followed.
- Area should be swept and spot-mopped using the broom, mop, and bucket available at the building. (You must provide your own additional cleaning supplies.)
- Deposit all trash and other debris in the proper receptacles. Recycle!

3.29.16  
Version



PARK POINT BEACH HOUSE



## OTHER BUILDINGS AVAILABLE FOR USE

### **BAYFRONT FAMILY CENTER**

Managed by DECC  
218.722.5573 - bayfront@decc.org

### **CENTRAL HILLSIDE CENTER**

Managed by OneRoof Housing  
218.727.5372 - lseele@1roofhousing.org

### **CHESTER BOWL RECREATION CENTER**

Dave Schaeffer - 218.724.9832  
dave@chesterbowl.org

### **DULUTH HERITAGE SPORTS CENTER**

218.464.1711

### **GRANT RECREATION CENTER**

218.724.1193 - monajc@chartermi.net

### **HARRISON COMMUNITY RECREATION CENTER**

<http://hrsnc.org>  
218.624.1510

### **LAFAYETTE SQUARE RECREATION CENTER**

Missy LePage - 218.208.9545  
ppccdih@gmail.com

### **LOWER CHESTER COMMUNITY CENTER**

Rebecca Hudoba - 218.464.7660  
NOLCP@yahoo.com

### **MERRITT COMMUNITY CENTER**

218.348.4171 - jodidianoski@gmail.com

### **PARK POINT BEACH HOUSE**

Managed by YMCA  
Cheryl Podtburg - 218.722.4745 x164  
cpodtburg@duluthymca.org

### **PIEDMONT HEIGHTS COMMUNITY CENTER**

218.727.3614

### **WASHINGTON COMMUNITY RECREATION CENTER**

Josh Abraham  
Managed by City of Duluth  
218.730.4314 - jabraham@duluthmn.gov

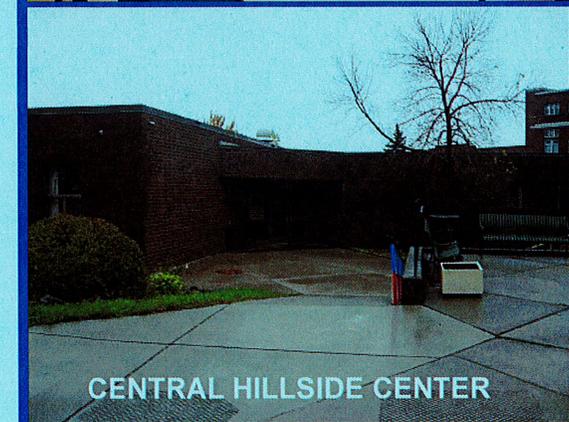
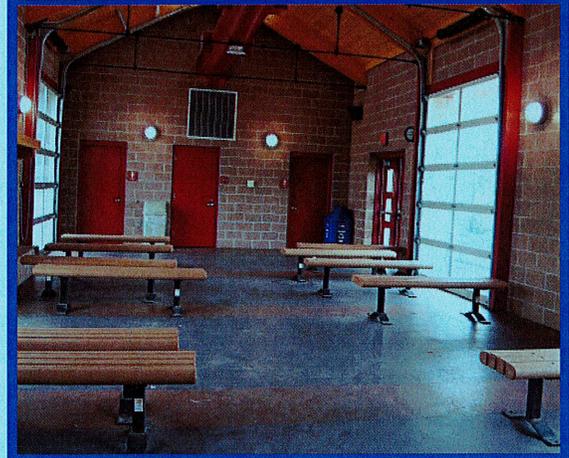
### **WOODLAND COMMUNITY CENTER**

Managed by YMCA  
218.722.4745 x182  
Breanna Haas - bhaas@duluthymca.org

Above buildings managed by various community groups, businesses, or City of Duluth.



**BAYFRONT FAMILY CENTER**



**CENTRAL HILLSIDE CENTER**

**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 event.

**ALCOHOL CONSUMPTION POLICIES  
for  
BUILDING RENTAL PERMITS**

Alcohol Consumption Permit Fee for Indoor Event: \$100

**IF APPLYING FOR AN ALCOHOL CONSUMPTION PERMIT, THE FOLLOWING THREE FORMS MUST ALL BE SUBMITTED TOGETHER TO DETERMINE SECURITY NEEDS:**

- Building Rental Permit Application
- Alcohol Consumption Permit Screening Form
- Extra Duty Police Services Application

**“OPEN TO THE PUBLIC” EVENTS**  
**(Special Event Permits)**

**Sale of Alcohol** - A restaurant with a caterer's permit that provides both food and alcohol is required. A copy of the contract must be submitted.

Some clubs, charitable organizations, religious organizations and other non-profit organizations in existence for at least three years may receive a temporary on-sale liquor license. Contact the City Clerk's office at 218.730.5500. Start this process at least 30-45 days in advance of your event. A copy of the license from the City Clerk must be submitted to Parks and Recreation before the final special event and alcohol consumption permits will be issued. More information is available at <http://www.duluthmn.gov/licenses-permits>.

**“PRIVATE EVENTS” - NOT OPEN TO THE PUBLIC**  
**(Building Rental Permits, Wedding Event Permits, and Private Event Permits)**

**Alcohol at No Charge** - Alcohol has to be obtained by the private party and brought in, or alternately provided by a restaurant with a caterer's permit that provides both food and alcohol. A copy of the contract must be submitted.

**Sale of Alcohol** - A restaurant with a caterer's permit that provides both food and alcohol is required and a copy of the contract must be submitted.

**SECURITY REQUIREMENTS FOR ALCOHOL CONSUMPTION**

Pending review of this application by the Duluth Police Department Licensing Agent, a licensed peace officer(s) employed by the City of Duluth, or a private security firm, may be required to be present at all times alcohol is consumed. You will be instructed by the police department directly.

**SECURITY REQUIREMENTS** are determined by Officer Cha Vang. Direct questions, once your three required forms listed above are submitted, to either 218.730.5687 or [cvang@duluth.mn.gov](mailto:cvang@duluth.mn.gov).

- ALCOHOL CONSUMPTION IN A PARK BUILDING is restricted to indoors only. Alcohol consumption outdoors in a park is restricted to within 50 feet of the existing shelter (pavilion or gazebo) or designated area, if a shelter does not exist in the park of your choice.

**No alcohol consumption permit will be issued without security requirements first approved by the Duluth Police Department.**

*Sections of these policies are enforceable by City Ordinances and State Statutes:*  
Duluth City Code: Chapter 8 Article I Sec. 35-8, 9 ● MN State Statute: 340A101, 340A.414



# BUILDING RENTAL & ALCOHOL CONSUMPTION PERMIT

218.730.4305

Location:	Date:	Day of Week:
Type of Activity:	Time: _____ am/pm to _____ am/pm <b>Attendance:</b> _____	
Contact:	H Phone:	
Address:	W Phone:	
City:	State:	Zip:
Organization:	C Phone:	
City Building Contact:	E-mail:	
	Phone:	_____

**COMPLETE FRONT AND BACK - Page 2 MUST BE SIGNED & DATED FOR APPROVAL**

**THIS FORM WILL SERVE AS THE BUILDING RENTAL AND ALCOHOL CONSUMPTION PERMIT,  
ONCE SIGNED BY AUTHORIZED CITY OF DULUTH PERSONNEL**

<p style="text-align: center;"><b>2016 FEES</b> (Fees are set by City Council Resolution)</p> <p style="text-align: center;"><b>BUILDING RENTAL PERMITS</b></p> <p><b>Meetings:</b> \$20 per hour (12 or less)</p> <p><b>Youth Birthday Party:</b> \$50 4-hour time slot (youth 16 &amp; under)</p> <p><b>Youth Recreation Program Special:</b> \$50 4-hour time slot</p> <p><b>Other Events:</b> \$70 first hour \$25 for each additional hour</p> <p><b>Event Set-Up/Clean Up:</b> \$20 per hour</p> <p><b>Deposit:</b> \$100 without alcohol \$200 with alcohol</p>	<p style="text-align: center;"><b>ALCOHOL CONSUMPTION PERMIT</b> <b>Permit Fee: \$100</b></p> <p><i>See Page 4 of blue Building Rental Permit Guide for policies. Complete and return additional "Alcohol Consumption Permit Screening Form" and "Extra Duty Police Services Application" (3 forms total).</i></p> <p>Security needs are determined by the Duluth Police Department (Police Form will be shredded if officers are not assigned.)</p> <p><b><u>Please write two checks:</u></b> Payable to "City of Duluth"</p> <ul style="list-style-type: none"> <li>- one for rental and alcohol fees</li> <li>- one for the deposit</li> </ul> <p style="text-align: center;"><i>**Deposit check will be returned upon satisfactory inspection of building.**</i></p>
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Approved by Parks & Recreation Division Manager:	Date:
Approved by Duluth Police Department Licensing Agent:	Processed by: GHW _____ TLC _____ KB _____ RB _____
	Date:

<b><u>FOR OFFICE USE ONLY</u></b> Private _____ For-Profit _____ Non-Profit _____ Open Bar _____ Cash Bar _____		
<b>Fees:</b> Hourly _____ Alcohol _____ Deposit _____	Check #:	Deposit Check #:
<b>Total Amount Due:</b> \$ _____ <b>Amount Paid:</b> \$ _____	Receipt #:	Deposit Receipt #:
Key Deposit (\$20 due, if taking key without making building deposit):	Deposit Returned:	

## Rules Governing the Use of a City Facility

1. Signed permit shall be in permittee's possession when using permitted facility.
2. When in the permitted facility, the organization and its representatives shall be responsible for the conduct and safety of all present.
3. The area shall be left in an orderly condition; all trash and other debris deposited in the proper receptacles.
4. Motorized vehicles of any type may not be driven on or parked upon any off-the-road area.
5. All City ordinances must be followed during use of the area.
6. Permit fees are non-refundable and non-transferable from one day to another.

### BUILDING USE HOLD HARMLESS

Permittee agrees to defend, indemnify, and save harmless the City from any and all liens, claims, suits, demands, liability, judgment costs, damages, and expenses which may accrue against or be charged or may be recovered from the City by reason of or account of any claim for damage arising from Permittee's use or occupancy of the premises whether or not person or persons including Permittee, its members, Permittee's employees, agents, volunteers, invitees, or tenants, whomsoever occasioned or caused by the contact, acts, or omission of Permittee, its members, volunteers, invitees, or tenants, or by reason of the use, development, operation, or maintenance of said 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 resulting from any defect in the construction or condition of all the interior and exterior premises of the site. The City does not waive its immunities under state or federal law.

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**Applicant Signature**

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**Date**

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***Name/Organization Applicant is Representing***

Please return this form with the fees to:

**City of Duluth Parks & Recreation**  
**Attn: Building Rentals**  
**Ground Floor – City Hall**  
**411 West First St**  
**Duluth MN 55802**



# ALCOHOL CONSUMPTION PERMIT SCREENING FORM

**DO NOT COMPLETE FORM UNLESS SERVING ALCOHOL AT YOUR EVENT**

Name of event alcohol will be served at: \_\_\_\_\_

Contact Person Name & Phone Number \_\_\_\_\_

Event Date: \_\_\_\_\_ Beginning and Ending Time of Event: \_\_\_\_\_

Applicant is a: \_\_\_\_\_ Private Party \_\_\_\_\_ Non-Profit Organization \_\_\_\_\_ Business, Company, or Club

Applicant's full legal name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Legal Name of Corporation (if applicable): \_\_\_\_\_

Current State Filing # \_\_\_\_\_ (This can be found at <http://www.sos.state.mn.us>)

Number expected in attendance: \_\_\_\_\_ Attendees under 21? \_\_\_\_\_ Yes \_\_\_\_\_ No

Type of alcohol to be consumed: \_\_\_\_\_

Arrangement for serving alcohol: \_\_\_\_\_ Alcohol at no charge \_\_\_\_\_ Sale of alcohol

Alcoholic beverages will be provided/served by:

\_\_\_\_\_ licensed caterer \_\_\_\_\_ private party \_\_\_\_\_ BYOB (Bring Your Own Bottle)

Name and Phone Number of Licensed Caterer \_\_\_\_\_

- This screening form must be submitted at least 30 days prior to the event with permit application
- Submit "Extra Duty Police Services Application"
- This application will be submitted to the City of Duluth Police Department for review and approval
- Additional permit or license from City Clerk's office may be required
- Licensed peace officer(s) employed by the City of Duluth or a private security firm may be required

## FOR OFFICE USE ONLY:

Date alcohol consumption forms sent to Officer Cha Vang (Duluth Police Department) \_\_\_\_\_

Type of Security Required, as per Officer Vang: Duluth Police \_\_\_\_\_ Private Security \_\_\_\_\_ No Security \_\_\_\_\_

"Alcohol Consumption Permit" date of completion \_\_\_\_\_.

Processed by: \_\_\_\_\_ RB \_\_\_\_\_ KB \_\_\_\_\_ TLC \_\_\_\_\_ GHW

NOTES:



# EXTRA DUTY POLICE SERVICES APPLICATION

## PARKS & RECREATION VERSION

**DO NOT COMPLETE FORM UNLESS SERVING ALCOHOL AT YOUR EVENT**  
Parks & Recreation will submit all forms needed for alcohol consumption directly to the Duluth Police Department.



Name of Business/Organization/Event \_\_\_\_\_

Date(s) of Service \_\_\_\_\_ Hours \_\_\_\_\_

Location: \_\_\_\_\_

Contact Person \_\_\_\_\_ Position \_\_\_\_\_

Contact Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Phone \_\_\_\_\_ Billing Phone \_\_\_\_\_

Billing Name \_\_\_\_\_

Billing Address (if different from contact address) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Federal ID# or Social Security # \_\_\_\_\_

**Notice to Applicants:** The officers are at all times subject to the policies of the City of Duluth, the laws and Constitution of the United States and the State of Minnesota, and the rules and regulations governing employees of the Duluth Police Department (DPD). An applicant has no authority over police personnel and is restricted to providing only a general assignment of duties to be performed by the officer. Those assignments never supersede DPD policy or procedures and the Applicant is hereby so advised. Extra duty officers remain under the exclusive control of the City and are accountable for strict adherence to its rules and regulations. Any conflicting rules of the Applicant will be determined by the Department. Officers may be recalled from extra duty to on duty status.

This application is for law enforcement work only and does not exempt Applicants from obtaining other necessary permits for events. The City of Duluth Police Department is NOT obligated to provide extra duty services. The City reserves its right to deny an application for extraduty officers.

DPD officers are not permitted to receive cash from Applicant for any reason.

I have read and understand the Extra Duty Application:

Applicant \_\_\_\_\_ Date \_\_\_\_\_

**YOU WILL BE CONTACTED BY THE POLICE DEPARTMENT ONLY IF AN OFFICER IS UNAVAILABLE FOR HIRE. Otherwise, if you have submitted this form and been instructed by police that an officer must be hired, know that an officer will be present at the time requested.** The City Treasurer's Office will send out an invoice 1-2 weeks into the month following the event. If you have questions, contact the Extra-Duty Coordinator at [jhansen@duluthmn.gov](mailto:jhansen@duluthmn.gov).

### TO BE COMPLETED BY DULUTH POLICE DEPARTMENT ONLY:

Number of Officers \_\_\_\_\_ Duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_