



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
kdecker@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 permit fee + security

(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 inspection 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 USEWHAT 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.

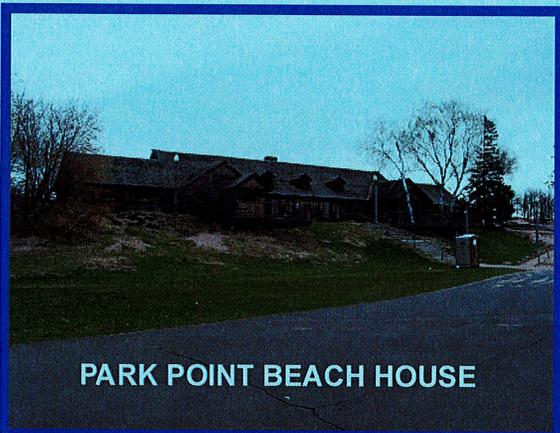
ALCOHOL CONSUMPTION

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!

6.21.16
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
ppccdhl@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

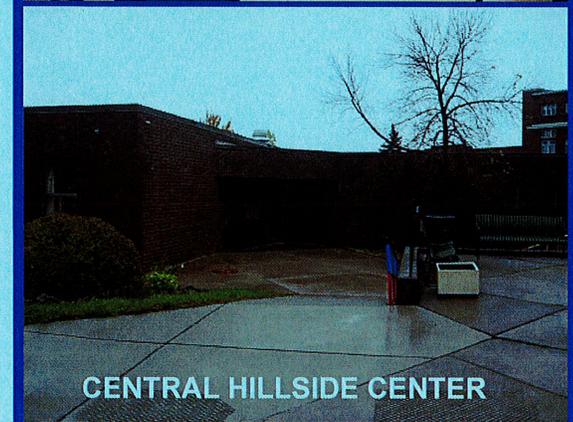
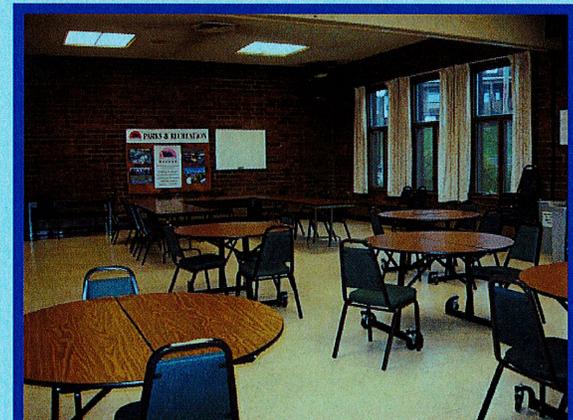
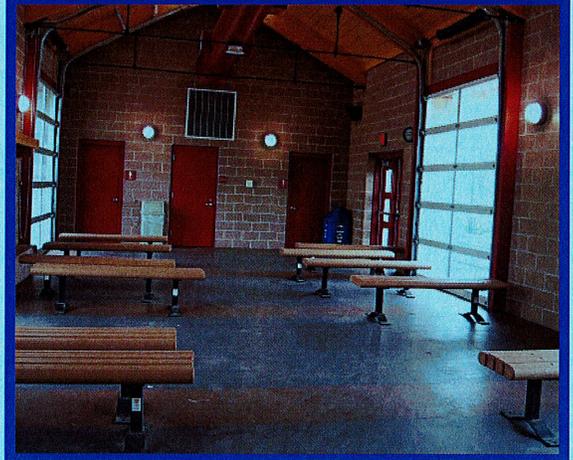
WOODLAND COMMUNITY CENTER

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.

- 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 Attendance: _____	
Contact:	H Phone:	
Address:	W Phone:	
City: _____ State: _____ Zip: _____	C Phone:	
Organization:	E-mail: _____	
City Building Contact:	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;">2016 FEES (Fees are set by City Council Resolution)</p> <p style="text-align: center;">BUILDING RENTAL PERMITS</p> <p>Meetings: \$20 per hour (12 or less)</p> <p>Youth Birthday Party: \$50 4-hour time slot (youth 16 & under)</p> <p>Youth Recreation Program Special: \$50 4-hour time slot</p> <p>Other Events: \$70 first hour \$25 for each additional hour</p> <p>Event Set-Up/Clean Up: \$20 per hour</p> <p>Deposit: \$100 without alcohol \$200 with alcohol</p>	<p style="text-align: center;">ALCOHOL CONSUMPTION PERMIT Permit Fee: \$100</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). Security needs are determined by the Duluth Police Department (Police Form will be shredded if officers are not assigned.)</i></p> <p><u>Please write two checks:</u> Payable to "City of Duluth" - one for rental and alcohol fees - one for the deposit</p> <p><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 _____ KD _____ KB _____ RB _____
	Date:

<u>FOR OFFICE USE ONLY</u> Private _____ For-Profit _____ Non-Profit _____ Open Bar _____ Cash Bar _____		
Fees: Hourly _____ Alcohol _____ Deposit _____	Check #:	Deposit Check #:
Total Amount Due: \$ _____ Amount Paid: \$ _____	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 proper receptacles.
4. Motorized vehicles of any type may not be driven 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.

Applicant Signature

Date

Name/Organization Applicant is Representing

Please return this form with fees to:

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



**Page 2 – Building Rental & Alcohol Consumption Permit
Application Insert Form**

Update: 3.29.16 (ghw)

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: _____ KD _____ KB _____ RB _____ 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.

TO BE COMPLETED BY DULUTH POLICE DEPARTMENT ONLY:

Number of Officers _____ Duties _____

