



The Community Room at Marshall/Luepke Community Center fits up to 270 people. This space is great for events such as weddings, holiday parties and quinceañeras.

- Rental space includes Community Room, commercial kitchen, outdoor courtyard, south area of the park and hallway.
- Optional dressing rooms or lounge area are available with \$45 fee per room.
 - See time restrictions for each day below.
- The facility will set up and take down tables (5' rounds, 2'x5' rectangular tables and 6'x2.5' rectangular tables) and chairs; provide audio visual equipment (bring your own laptop or music player); wireless microphone; podium; and kitchen appliances.
- The facility does not provide utensils, pots, pans, dinnerware, glasses or linens.
- Rental period must include any time needed to decorate and clean up.

Monday-Friday (4 hour minimum)

- \$210/\$262 per hour (city resident and non-profit/non-resident)
- Available from 4 to 11 p.m.
- Subject to availability and staffing

Saturdays (5 hour minimum)

- \$210/\$262 per hour (city resident and non-profit/non-resident)
- \$2,520/\$2,870 full day from 8 a.m. to 1 a.m. (city resident and non-profit/non-resident)
- Optional dressing rooms and/or lounge are available from 8 a.m. to 1 a.m.

Damage Deposit

An \$700 refundable damage deposit is required.

Alcohol Fee

There is a \$300 fee to bring alcohol on campus. Beer, wine and champagne only. Alcohol must be served by a licensed bartender. A state-issued banquet permit is required.



Marshall/Luepke Inclement Weather Policy

- Event cancellations due to building closures may be refunded or rescheduled based on availability.
- Voluntary cancellations may move to a different date at no additional cost, based on availability, or will be subject to our standard cancellation policy.

Proof of Address

- All community center transactions, including event and facility rentals, are subject to resident and non-resident pricing.
- Everyone using the community centers is required to have a free ActiveNet account that includes a home address and required documentation.
- Your account must have an address verified within Vancouver city limits to receive resident pricing. If your residency has not been verified, you will be charged the higher non-resident rate.
- You can set up your ActiveNet account and/or verify your address in-person or online:
 - In-person: Visit the Marshall Community Center front desk with a state issued ID with GIS verification (name on the ID must match name in GIS), OR a state issued ID and a utility bill (electric, gas, water, sewer or garbage bill must include service address; name on the ID must match the name listed on the utility bill.)
 - Online: Complete the verification form at cityofvancouver.us/recreation-fees.
- If you are not a resident of Vancouver, but own property within Vancouver city limits, please provide a state issued ID/ Driver's License. The name on license must match name as listed on the Clark County Property Information website.
- If you live outside Vancouver city limits, no documentation is needed, and your account will be set up with non-resident status.
- Not sure if you live within City limits? Check your property tax bill or enter your home address in the [Vancouver City Limits Map](http://cityofvancouver.us/mccrentals) at cityofvancouver.us/mccrentals.

General Use

- Rental bookings are not confirmed until a permit is created and a non-refundable 25% deposit (retainer) is paid, or the rental fee has been paid in full.
- Room rentals must be requested at least seven business days prior to the event date.
- Rentals are granted on a first-come, first-served basis.
- Cancellations must be made 10 business days (Monday-Friday) in advance with a 25% cancellation fee withheld.