



### Public Conference Room (max. capacity 8-12)

- Perfect for small meetings. Food and beverages are allowed. No alcohol.
- \$35/\$43 per hour (city resident and non-profit/non-resident).

### Party Room (max. capacity 16 | 2-hour min.)

- Great for parties and larger meetings. Food and beverages are allowed. No alcohol.
- \$45/\$56 per hour (city resident and non-profit/non-resident).
- Rentals that take place outside of standard center operating hours will be charged an additional \$20 per hour.

### Oak or Elm Room (max. capacity 50 | 3-hour min.)

- Great for children's birthday parties or larger meetings. Food and beverages are allowed. No alcohol.
- \$75/\$93 per hour (city resident and non-profit/non-resident) with a \$150 refundable damage/cleaning deposit.
- Add the kitchen to your event for a \$50 flat fee.

### Oak and Elm Rooms Combined (max. capacity 100)

- 3-hour minimum rental during standard center operating hours; 5-hour minimum if the rental goes past operating hours.
- Great for larger events and parties. Food and beverages are allowed.
- \$150/\$186 per hour (city resident and non-profit/non-resident).
- \$275 refundable damage/cleaning deposit.
- Available from 8 a.m. to 11 p.m.
- Alcohol may be served after center operating hours (Saturday, after 5 p.m.)
- There is a \$100 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.

### Private Pool Rental (max. capacity 80 swimmers)

- \$379/\$474 per hour for the first 40 swimmers (city resident and non-profit/non-resident).
- \$36 per hour for each additional 20 swimmers.
- Maximum pool capacity is 80 swimmers
- Available Saturday evenings starting at 5:30 p.m.
- Lifeguard availability must be confirmed prior to booking.
- For information, contact Cory Wynn at [cory.wynn@cityofvancouver.us](mailto:cory.wynn@cityofvancouver.us).



## 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](http://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](http://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.