



**DOUG WOOG  
PARTY/ROOM RENTAL APPLICATION**  
(141 6th Street South | 651-554-3261)



Dates: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Organization: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Person Responsible: \_\_\_\_\_ Approx. Group Size: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Day # Evening #

Email Address: \_\_\_\_\_

Facility Requesting:	<input type="checkbox"/> Wakota Room	<input type="checkbox"/> Cow Palace	<input type="checkbox"/> Yoga Space
	<input type="checkbox"/> Private Skate Party	<input type="checkbox"/> Open Skate Party	

<u>ROOM FEES (tax not included)</u>		
Wakota Room	-Res. \$20/hr -Non Res. \$30/hr	Amount Due <input type="text"/>
Cow Palace Room	- \$15/hr	Amount Due <input type="text"/>
Private Skate Party	- \$200 (prior approval required)	Amount Due <input type="text"/>
Open Skate Party	-\$100	
Yoga Space	- \$40/hr	Amount Due <input type="text"/>

**USER AGREES TO OBSERVE AND COMPLY WITH THE FOLLOWING RULES AND REGULATIONS**

1. Room hours are available upon request.
2. Reservations, postponement, and cancellations are coordinated through John Wilcox at Doug Woog Arena 651-554-3330.
3. Use agreements are non-transferable.
4. Users are responsible for cleaning up after their activity and restoring furniture and equipment back to its original condition. (If a room requires cleaning or repair of damages, user will be billed.)
5. The Rooms have equipment for use: See attached policy and procedure form. Thanks for your cooperation in this matter.

We agree to abide by the Doug Woog usage policy printed above.

\_\_\_\_\_  
Signature – Person Responsible

\_\_\_\_\_  
Date

\_\_\_\_\_  
Doug Woog Staff

\_\_\_\_\_  
Fee CASH CHECK CHARGE

# Doug Woog

## Party/Room Rental Policy/Procedure

To reserve a meeting or activity room at Doug Woog Arena you may inquire in person at the front desk or call (651) 554-3330 Monday through Friday from 8 a.m. to 4:30 p.m. to check availability. Rooms can only be rented when the building is open and when rooms are available, up to three months in advance. The hours of the operation varies depending on event schedule. Contact Doug Woog Arena for schedule.

### Room/Party Rental Procedure

1. Obtain a room rental from Doug Woog front desk or call 651-554-3330.
2. Complete and return rental form at least 14 days prior to desired use. Doug Woog will not accept rental forms prior to 3 months before use date.
3. Requests for the use of the community rooms shall be processed on a first come served basis. If changes occur, we will do our best to give advance notice.
4. All room/party rental forms will be processed by Parks & Recreation or Doug Woog Arena and contact person will be notified of rental form status by email.

### Charges

The rate for **South St. Paul businesses and residents** for all other uses: (tax not included)

- \$20 an hour for Wakota Room
- \$15 an hour for Cow Palace Room

The rate for **Non-Resident businesses and patrons**: (tax not included)

- \$30 an hour for Wakota Room
- \$15 an hour for Cow Palace Room

\*Extra fees may apply for cleaning or damage.

### Payment

Permit application and payment must be received 14 days before the date of the rental. Checks can be made out to the South St. Paul Parks and Recreation Department and mailed to:

Doug Woog Arena  
Attn: Room Rental  
141 6<sup>th</sup> St. S  
South St. Paul, MN 55075

### General Rules

- Groups using the community rooms are responsible for maintaining order and are liable for any damage to Doug Woog Arena and property.
- Smoking and the consumption of alcoholic beverages are not permitted.
- If using the kitchen, it must be cleaned thoroughly after use including counters, utensils, and sinks.
- If beverages are served, no red or blue liquids are allowed.
- Juvenile groups must be supervised by a responsible adult, parent or guardian. A 10:1 ratio of youth to adults is recommended.
- Furniture and/or equipment must not be removed from the community rooms.

- Users are responsible for cleaning up after their activity and restoring furniture and equipment back to its original condition and configuration.
- User agreements are non-transferable. The contact person listed on the permit application is responsible for enforcing rules during the rental period.
- Any violation of these policies may result in denial of the applicant's future use of the room.

\*At their discretion, Doug Woog employees may order the removal of patrons and/or revoke the permit immediately.

## **Cancellation**

Rental fees are eligible for refund if the cancellation is made 72 hours or more prior to the date of rental less a \$15 cancellation fee. No refunds or credits will be given for reservations cancelled less than 72 hours in advance.

## **Room Descriptions**

### **WAKOTA ROOM**

The Wakota Room is a large community meeting room available for rental to the public for use during regular hours of operation. The meeting room has flexible seating arrangements for up to 50 people and can host a variety of events from business and club meetings to team events and birthday parties. Amenities include fridge/freezer, microwave, a large white board, 65" flat screen tv, cabinet and counter space with running water.

### **COW PALACE ROOM**

The Cow Palace Room is a smaller more intimate community meeting room available for rental to the public during regular hours of operation. The meeting room can be set up with flexible seating arrangements for 10-15 people and can host a variety of events from business and club meetings to team events. Amenities include a large white board, 65" flat screen tv, cabinet and counter space with running water, a fridge, freezer and a microwave.

### **YOGA SPACE**

Doug Woog Arena also offers a flexible studio space, ideal for fitness classes, community events, or creative workshops in an accessible location.

**\*Fees listed are a flat fee for the entire rental period and do not include tax.**

### **Birthday Parties and Doug Woog Arena & Meeting Room Rental**

The City of South St. Paul offers a variety of birthday party options through its Parks and Recreation program. Doug Woog Arena is a popular venue for hosting birthday parties and meeting spaces.

All party reservations are requested through Doug Woog Arena and must be finalized at least two weeks prior to the desired date to ensure proper staffing. Each party package includes private room rental and tables for food and gifts. Hosts are welcome to bring food into the facility if it is store bought to comply with foodborne illness regulations.

Please note that these details are subject to change.

For more information on birthday parties at Doug Woog Arena, please call 651-554-3300.

**Private Skating/Birthday Party - \$200 (does not include tax)**

Private skating parties are for two hours and include one hour of private ice rental (subject to availability) and one hour of private room space.

Hosts are welcome to bring food into the facility if it is store bought to comply with foodborne illness regulations.

**Open Skating/Birthday Party - \$100 (does not include tax)**

Open skating parties are for two hours and include open skate admission. You will be provided with one hour of open skate time within your two hour room rental window.

- Hosts are welcome to bring food into the facility as long as it is store bought to comply with foodborne illness regulations.
- Rates are for (up to) ten skaters.
- Each additional skater after ten will be charged at a rate of \$7 with skate rental or at \$5 without skate rental.