

A SPECIAL EVENT AT THE  
**David Park House**

**Policies and Procedures**

The Park House was completed in 1936 for David Park, the owner of Bemidji's largest creamery. The 5,326 square foot Art Deco style home was designed by Edward K. Mahlum. Although Minnesota has a number of well-designed Art Deco styled theaters, public buildings, and office blocks, few residences in this style were built during the early part of the century. Listed on the National Register of Historic Places, the David Park House is arguably the best preserved residential example of this style in Minnesota. The home remained in the Park family until purchased in late 1991 by the Bemidji State University Foundation. In April of 1992, the Bemidji State University Alumni Association entered into a joint ownership agreement of the house with the BSU Foundation.

The David Park House's public areas, including the patio, may be reserved or rented for meetings, recitals, meals, and other special functions. Activities in these areas can take place weekdays or weekends from 7:30 a.m. until 11:00 p.m. All users are expected to comply with the policies and procedures of the David Park House, listed at the end of this document.

**The David Park House reserves the right to make changes and/or cancellations of events, if the need arises.**

**PARK HOUSE**

The Living Room, Dining Room, Breakfast Nook, Kitchen, and Conference Room, as well as the Patio, can be reserved for receptions, socials, recitals, workshops, and meetings; weddings and wedding receptions will not be allowed. The house can accommodate up to 75 people; please keep in mind that with this arrangement, the entire facility needs to be utilized. The user fee is \$300. **A \$100 deposit is required for non-university groups renting the main floor and/or conference room in the lower level for an event. The deposit will be returned if the house is clean and in good condition following the event.**

Preference for use of the David Park House shall be 1) Bemidji State University groups, 2) active alumni members and 3) other groups, members or individuals.

**MAIN LEVEL**

The Dining Room, Living Room, Kitchen, and Breakfast Nook are located on the main floor. The Dining Room can accommodate up to 12 people for a formal sit-down dinner, or 18 people for a buffet-style meal (buffet-style would include the use of the Kitchen and Breakfast Nook). The Living Room will accommodate 50 people for a social or reception. The user fee is \$225. **A \$100 deposit is required for non-university groups renting the main floor for an event. The deposit will be returned if the house is clean and in good condition following the event.**

The user is responsible for catering arrangements. ARAMARK Food Service is the primary provider for university events and can be reached at 444-7576. However, there is no restriction on use of caterer's or bringing in your own food. The David Park House must be informed of food and beverage arrangements prior to the event. Food cannot be prepared in the Park House kitchen; however, a microwave and a gas

range/oven are available for warming up prepared food. The refrigerator may be used for storage, space permitting.

The David Park House provides the room, tables, and chairs, only. All china, glassware, flatware, and linens are the responsibility of the user or caterer.

### **ALUMNI PATIO**

The Alumni Patio is available during spring, summer, and fall seasons, and seats 16 (4 rounds at 4 per table). Arrangements for additional tables and chairs must be made separately by the user. Users may bring their own grills or use the Park House gas grill. Users must notify the David Park House staff if they wish to use the Park House grill. The user fee is \$50, unless the DPH grill is used, in which case the user fee is \$75.

### **LOWER LEVEL**

The Conference Room will accommodate up to 14 people for business meetings or small private receptions. The user fee is \$75. Catering/food and beverage arrangements are the responsibility of the user. The Kitchen must be reserved along with the recreation room if cold storage is needed or if food needs to be warmed up for a food function.

### **ALCOHOLIC BEVERAGES**

Wine and beer are the only alcoholic beverages that may be served at Park House functions; pre-approval is required and will be granted on a case-by-case basis. Cash bars are not allowed at the David Park House and the user is responsible for their own beverage arrangements and for clean up. A release form must be signed prior to the event.

### **PAYMENT**

For non-university groups, businesses or individuals, a \$100 deposit is required to hold your reservation at the Park House; this will serve as the damage deposit. The deposit will be returned if the house is clean and in good condition following the event. The user fee, based upon the rooms rented, is due prior to the date of the event. Both the deposit and the user fee payments may be made by check or credit card (Visa or MasterCard), payable to the BSU Foundation. The deposit and user fee are refundable if cancellation is made 30 days prior to the scheduled event; if cancellation is made less than 30 days prior to the event, the deposit is not refundable.

### **HOUSE ATTENDANT**

The David Park House provides a house attendant at all functions. The attendant is the David Park House representative to make sure everything is in order and runs smoothly. The attendant will be knowledgeable of the house and its features (kitchen appliances, heating, air conditioning, cleaning supplies, etc.). The attendant will make every attempt to accommodate any last-minute requests or needs.

### **POLICIES AND PROCEDURES**

1. Smoking is prohibited on the David Park House grounds.
2. The user is responsible for cleanup and disposal of all trash in the dumpster behind the house.
3. Children must be under adult supervision at all times.

4. Food and beverages are restricted to the areas where they are served.
5. Guests will be restricted to the areas where the event has been reserved. Users are not allowed to enter or use the David Park House office areas.
6. Moving of furniture will not be permitted, including the removal of the dining room table leaves. Pads are required on the dining room table.
7. Any deliveries made to the David Park House in conjunction with your event must be cleared with the David Park House manager or his/her designate.
8. Flowers, balloons and floral arrangements are the only decorations allowed. Nothing can be taped, tacked or affixed to the walls or the ceiling, in any way.
9. The use of candles is restricted to the dining room only.
10. Any special use of objects or appliances must be approved in advance by the David Park House manager.
11. The throwing of confetti, rice, or litter of any kind is prohibited on the David Park House grounds.
12. Amplified music is permitted but restricted to a non-disturbing decibel level. Small music groups or ensembles are also allowed. The David Park House grand piano is available to users.
13. Kegs, barrels, or casks are not allowed without David Park House Management approval.
14. Use of the David Park House is based upon availability and management has the authority to cancel reservations based on need, as well as issues relating to inappropriate use of the house.
15. The David Park House staff reserves the right to take any appropriate action to enforce these rules.