



Wege Plaza Guidelines

Please read all Community Center Facility Rental Policies before signing our Facility Rental Form

When renting Wege Plaza please be aware of the following...

LOCATION

Wege Plaza is an outdoor venue and there is a two hour rental minimum.

Wege Plaza is located behind the EGR Community Center (750 Lakeside Dr., SE) and offers a beautiful view of Reeds Lake. It is also adjacent to Mehney Field and near the EGR High School Track and Memorial Athletic Field. During the spring and fall many athletic events take place in these areas. Be aware that noise may carry from officiated games/athletic crowds, announcements over loudspeakers and can be heard on Wege Plaza. Parking may also become a challenge due to these types of events.

Wege Plaza is a water permeable “green” roof. **Stakes or similar items are NOT allowed ANYWHERE on Wege Plaza since they will puncture the waterproof membrane subsurface which is under the planting beds and rubber surfacing.** The surface is not completely flat due to the contours for drainage.

After dark, lighting on Wege Plaza is limited. There are multiple electrical outlets along the perimeter of Wege Plaza for your use.

The space is rented “as is”. All party items must be rented from an outside vendor, and may include:

- Tables
- Chairs
- Audio System - there are several electrical outlets on the plaza
- Dance Floor
- Lights
- Tents – must adhere to 100 lbs. per square foot weight restriction

RULES

No open flames, grills or heaters are allowed on Wege Plaza.

Smoking is prohibited on Wege Plaza.

Table sets, benches and planters are stationary and are not to be moved from their set location.

Renters must abide by the City’s noise ordinance when using this outdoor venue.

Renters are required to have a Facility Supervisor present during their rental time. Two Facility Supervisors are required during an event with a guest list of 100+ and alcohol service.

ADDITIONAL DETAILS

The renter coordinates all aspects of their event with any and all vendors, including, but not limited to, vendor set up and clean up, acquiring and submitting all required insurance documents for liquor liability, ensuring weight restrictions are followed for tent rentals. Renter is responsible to meet onsite with vendors to discuss set up layout prior to their event.

If an indoor room is being rented pre-wedding (for example, for a bridal party), alcohol is not allowed unless provided by a licensed vendor.

INCLEMENT WEATHER

Please have a back-up plan for your event in case of inclement weather in advance. Renter must alert their vendors to a secondary plan.

Ceremony Only: If rooms 101 & 102 are available AND the group size is 100 people or less these rooms can be used theatre-style in case of inclement weather.

Ceremony & Reception/Party: If rooms 101 & 102 are available AND the group size is 80 people or less these rooms can be used in a banquet style setting. Notify event planner and/or caterer of these parameters. Other rooms may need to be rented to accommodate vendors/caterers.

2 business days' notice of your scheduled event is requested.