



Dodge Nature Center Rental Options

Thomas Irvine Dodge Nature Center – Located in the heart of the Twin Cities, just miles from downtown St. Paul, Dodge Nature Center features abundant wildlife, a working farm, and miles of trails through prairies, wood lands, and wetlands, making this a beautiful and unique setting for your next event. With a variety of rental options, Dodge Nature Center is the perfect place to host everything from a small meeting to a wedding or banquet. If you are looking for a place to *Nourish Your Need For Nature™* during your next gathering, give us a call and let us help you plan your special event.

The Aerie Room – Farm Education Building

Overlooking the pond and boardwalk, the Aerie is perfect for large groups or events. In Dodge's Farm Education building, the Aerie features timber beams, a cathedral-style ceiling, and large windows with sweeping views of the nature center. Seating up to 100 guests, this space offers a warm and inviting atmosphere for your next event. Rental of the Aerie includes access to:

- Kitchen (refrigerator, freezer, stove, oven, and ample counter space. Separate caterer's entrance.)
- Entrance foyer
- Tables and Chairs to seat 100 people
 - 100 folding chairs
 - 12 – 60" round tables
 - 8 – 6' rectangular tables
 - 4 – 8' rectangular tables
 - 6 – 32" high top tables
- Picnic tables outside (offered in Spring, Summer, and Fall)
- Drop-down projector screen and powered AV cart (must provide own projector, sound system, etc.)
- Coffee makers (must provide own coffee and condiments)
- Ceramic dinnerware, silverware, and glassware to serve up to 100 (must be requested ahead of time and washed after use)
- Podium

Olivia Irvine Dodge Library and History Center

Located in the heart of Dodge Nature Center's farm and forest, this charming farmhouse is equipped with the technology, ideal for smaller meetings and events. This building is rented as a whole, or you can opt for just the small conference room.

- **Whole Building** – This rental option includes the Egret Room which seats up to 64 people and features clear garage doors that can be opened (weather permitting) to provide an indoor/outdoor experience and access to the flagstone patio in front of the building. The room comes equipped with a projector with HDMI hookup, Apple AirPlay and an integrated indoor/outdoor sound system with a microphone and podium. You can also utilize the large hallway, a loft space, and the small conference room (details below). Rental of the whole building includes access to:
 - 64 folding chairs
 - 8 – 60" round tables
 - 6 – 6' rectangular tables
 - 4 – 8' rectangular tables
 - 6 – 32" high top tables
- **Small Conference Room** – Featuring a large natural wood conference table, the Roosevelt Room is perfectly equipped for your next meeting. Seating up to 12 guests, the space includes a 50" Flat Screen TV with HDMI hookup, Apple AirPlay, and a coffee station.

Pricing

High Season: May 1–October 31

Low Season: November 1–April 30

*Nonprofit Organizations – Nonprofit 501(c)(3) organizations, government agencies, and educational institutions are welcome to rent any space from Dodge Nature Center at a 15% discount rate.

Aerie Room – Farm Education Building		
	High Season	Low Season
Saturday and Sunday	\$750 for 5 hours \$125 per additional hour \$1,500 for full day (14 hours)	\$500 for 5 hours \$100 per additional hour \$1,000 for full day (14 hours)
Weekday Daytime (7 am – 4:30 pm) (Meetings only, no parties)	\$350 for 5 hours \$75 per additional hour	\$350 for 5 hours \$75 per additional hour
Weekday Evening (4:30 pm – 10:00 pm)	\$750 for 5 hours	\$400 for 5 hours

Library and History Center – Egret and Roosevelt Rooms		
	High Season	Low Season
Saturday and Sunday	\$750 for 5 hours \$125 per additional hour \$1,500 for full day (14 hours)	\$500 for 5 hours \$100 per additional hour \$1,000 for full day (14 hours)
Weekday Daytime (7 am – 4:30 pm) (Meetings only, no parties)	\$350 for 5 hours \$75 per additional hour	\$350 for 5 hours \$75 per additional hour
Weekday Evening (4:30 pm – 10:00 pm)	\$750 for 5 hours	\$400 for 5 hours
Roosevelt Room Only (Small Conference Room)		
	High Season	Low Season
Weekday Daytime (7 am – 4:30 pm)	\$125 for 5 hours \$25 per additional hour	\$125 for 5 hours \$25 per additional hour
Weekday Evening (4:30 pm – 10:00 pm)	\$125 for 5 hours	\$125 for 5 hours

Optional Add-ons		
	High Season	Low Season
Bonfire	\$50	\$50
Naturalist-led Program	https://www.dodgenaturecenter.org/field-trips/field-trips-at-dodge	

Holiday Blackout Dates 2024

New Year's Day: January 1, Martin Luther King weekend: January 13–15, Presidents Day weekend: February 16–19, Memorial Day weekend: May 25–27, Juneteenth: June 19, Independence Day weekend: July 4–7, Labor Day weekend: August 31–September 2, Thanksgiving weekend: November 28–December 1, Christmas week: December 24–31

FAQs

Where are the rental buildings located?

All Dodge rental buildings are located at the farm entrance on Dodge's main property. You need to use the address **1701 Charlton Street, West St. Paul, MN 55118** to get to the correct location. Simply typing Dodge Nature Center into a maps program will take you and your guests to the main office, which is on the other side of the property. You and your guests can park in the parking lot at 1701 Charlton Street and walk up the paved driveway to the red building (Aerie) or white building (Egret & Roosevelt rooms). A drop-off area near the buildings is available for short term parking.

What times are available for rentals?

You can schedule your rental any time weekdays between 7 a.m. and 11 p.m., and weekends between 8 a.m. and midnight.

Can I come to see the spaces prior to my rental?

Tours of rental facilities can be scheduled with Dodge's rental coordinator. Tour availability is typically between 9 a.m. and 4 p.m. weekdays.

What is included with my rental?

Your rental includes access to the tables and chairs listed for the space you rented. If you require more tables or chairs than are provided for your room, you will need to rent these separately from a different vendor and coordinate with them to ensure that delivery and pick-up occur during your scheduled rental timeframe. Dodge does not coordinate any delivery or pick-up services on behalf of renters. All rentals include access to the kitchen in the Farm Education building, but this access is not exclusive to your rental group. Dodge does not provide an AV technician for your rental. If you have concerns about the technology in the space you rented, you will need to contact Dodge prior to your rental to talk through your concerns or schedule a time to test equipment for your specific needs.

Who sets up for my rental?

You are responsible for all set up for your rental. The space you rent will be empty, with the tables and chairs included with the space you rented accessible for you to set up in the configuration you would like. At the end of your rental, you are required to return the space to the state it was in when you arrived, including cleaning tables and chairs that were used and putting them away.

When can I set up and clean up my rental?

The timeframe you reserve for your rental must include your set-up and clean-up time. Dodge will open the building at the time indicated on your rental contract, at which point you can set up tables and chairs, decorate, and prepare for your rental. The end time indicated on your rental contract is when the room should already be cleaned, vacated, and returned to the state it was in when you arrived.

What areas do I have access to during my rental?

Dodge does not close the nature center grounds during rentals. You have exclusive access to the room you reserved on your contract, but other activities may be happening on the nature center grounds and in other spaces during your rental. The kitchen is a mixed-use space, and Dodge staff may need to use portions of that space during your rental to fulfill their job duties. Your group will not have access to other spaces beyond those indicated in your rental contract. A rental of the Library and History Center allows you access to the patio in addition to the interior of the building. Other outdoor seating and activities may be set up during your rental timeframe, but this does not mean other visitors are excluded from walking through the areas around the building you are renting. The barn is strictly off-limits to anyone not with a Dodge employee, and we do not guarantee any animals will be out for viewing during the time of your rental.

Dodge is a zero-waste rental facility—what does that mean?

As a nature center, Dodge values responsible care for the environment. Because of that, we work to divert as much waste from landfills as possible. This means that we require rentals to use reusable, compostable or recyclable materials for their events whenever possible. We require rentals to use reusable/washable dinnerware, cutlery, and glassware, or compostable dishware for all events. Any table coverings you choose to bring in should be reusable. When decorating, the use of reusable décor is encouraged. Dodge will provide recycling and compost bins, as well as a landfill waste bin, for your event. Instructions for proper sorting of waste will be posted on or near the bins. It is your responsibility to ensure all event guests understand how to properly dispose of their waste. Any waste stream contamination will result in a \$500 fine.

Where can I purchase compostable dishes? How do I know they are compostable?

All compostable items used for rentals at Dodge must be BPI-certified, it is not enough for the items to simply be labeled compostable or biodegradable. These items can be found at many local and online retailers. Some brands to search for include Eco Products, Greenware, Planet+, Vegware, and World Centric.

What caterers can I use at Dodge?

Dodge is happy to provide you with a list of caterers and restaurants that we know can provide zero waste food options. We are willing to work with caterers and food vendors outside of that list, provided they can comply with our zero-waste policy and are approved by the rental coordinator in advance of your event. You are welcome to self-cater your event at Dodge, but the zero-waste policy still applies, and access to the kitchen is restricted to the rental timeframe listed on your contract. If you plan to bring in crock pots, please note that our electrical systems are unable to handle more than one on each circuit.

What is Dodge's alcohol policy?

Alcohol is strictly prohibited on Dodge property when students are present for educational programs (8 am – 4 p.m. Monday - Friday). If alcohol is to be sold, a caterer with the appropriate liquor license/permit and liability insurance is required and must be submitted to Dodge prior to the event. If more than 50 guests will be present at your event and any alcohol is being served you are required to hire a licensed bartender, regardless of alcohol type or if it is an open bar. If alcoholic beverages are not being sold and your event is fewer than 50 people you are limited to serving wine, beer, or champagne only (absolutely no exceptions) and must have a designated alcohol monitor throughout the duration of your event. Alcohol may not be consumed by anyone under the legal age of 21. Food must be served in conjunction with alcohol. All alcohol service must end at least half an hour prior to the end of the event and no later than 11:00 p.m.

What is Dodge's smoking policy?

Dodge is a tobacco- and smoke-free environment. As an educational facility and nature center, it is imperative that no use of tobacco outside of ceremonial purposes – which requires approval in advance - occurs on our premises as it is harmful for our animals and ecosystem, and against our standards as an educational center. All forms of tobacco use are strictly prohibited, including but not limited to cigarettes, cigars, e-cigarettes, vaporizers, etc. You will be fined for any damage and/or cleanup resulting from any tobacco use occurring during your event.

Can I bring my animal to my event?

Dodge Nature Center welcomes trained service dogs. For the safety and protection of Dodge staff, students, educational animals, and wildlife, pets are not allowed on Dodge Nature Center property.

What decorations can I use for my event?

To protect our animals, wildlife, and ecosystems, Dodge does not allow balloons, glitter, confetti, rice, birdseed, fireworks (including sparklers), party poppers, etc. to be used on Dodge grounds or inside our buildings. No open flames are allowed outside of buildings except for bonfires in the designated fire pit, which must be coordinated prior to your rental. Candles may be used inside Dodge rental spaces, but they must be in a container in which the sides are higher than the wick. Glass containers are not allowed on Dodge's trails. No picking, collecting, or disturbing any plants, flowers, or wildlife is allowed. You are required to pick up any outdoor waste your party generates. All existing artwork, pictures, and decorations in the rental space must

remain in place. Only blue painter's tape or masking tape may be used to affix anything to the walls of your rental space. Command hooks are allowed on molding only.

Can I have a bonfire with my rental?

A bonfire can be added to your rental for an additional \$50. Dodge will provide the wood and start the fire for you. You are responsible for watching the fire for the duration of the time it is lit – there must always be someone near the fire and monitoring it until there are no remaining flames or hot coals. You are responsible for dousing the fire with an adequate amount of water before the conclusion of your event to ensure it cannot relight after you are gone.

Can I have a naturalist-led program during my rental?

Dodge offers naturalist-led programs for school-age children, families, and adults, subject to availability. For information including cost and program options, see [here](#). To request a naturalist-led program or check availability, fill out a request form, see [here](#). Please note—naturalist-led programs are considered separate from your rental. Program requests are monitored, scheduled, and charged through a separate process, with fees outside of the rental rate.

Clean-up Guidelines

At the conclusion of your event, before the end time listed on your rental contract, your party will be responsible for returning your rental space back to the condition it was in at the beginning of your rental period. To ensure adequate clean-up time, your event must end at least half an hour before the end of your rental period. We strongly suggest you designate a clean-up crew prior to your event to ensure you have the help you need to get the job done quickly and efficiently.

Time – All set-up and clean-up must take place during your rental period. Staying past the end of your rental period will result in additional charges.

Personal Items and Decorations – You are responsible for cleaning up all personal belongings and decorations in your rental space as well as any outdoor spaces your party used. Everything that came in for your event should depart with you. Dodge Nature Center reserves the right to dispose of anything left after your rental period and charge a clean-up fee for doing so.

Lost and Found – Any personal belongings found after your event will be held in the Dodge Nature Center office. If these items are not collected within one week of your event DNC reserves the right to dispose of them.

Tables and Chairs – You are required to wipe down all tables and chairs used during your event and put them away in the location you found them at the beginning of your rental timeframe.

Kitchen – If your rental includes use of the kitchen, it is your responsibility to ensure it has been thoroughly cleaned and all food and waste has been properly disposed of at the conclusion of your event. If you used a caterer, ensure that they have cleaned up after themselves. Absolutely no grease or food may be dumped anywhere on Dodge grounds, with the exception of food in the compost bins.

Floors – Clean up any large messes, especially broken glass. Sweep any hard floors in your rental area.

Trash, Recycling, Compost – Dodge Nature Center will provide compost, recycling, and landfill waste bins with instructions about what can go in them; please ensure that your party follows instructions and disposes of their waste properly.

Excessive Cleaning Fee – If excessive cleaning is required by DNC staff at the end of your rental period you will be charged at a rate of \$100 per hour.

The Aerie in the Farm Education Building



Olivia Irvine Dodge Library and History Center



Outdoor Spaces

