

# KIWANIS COMMUNITY HOUSE

RENTALS, EVENTS  
& WEDDINGS



CITY OF CHEYENNE FACILITY RENTAL GUIDE

## INDOOR FACILITIES

RENTALS



City of Cheyenne  
**Programs &  
Facilities**  
Division



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KIWANIS COMMUNITY HOUSE | RENTALS, EVENTS & WEDDINGS

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INDOOR FACILITIES | RENTALS

# KIWANIS COMMUNITY HOUSE

## One of the Most Requested Spots...

Without question, the Kiwanis Community House is one of the most requested spots to host a wedding or other special event in Cheyenne!

The Kiwanis Community House is located in the north end of Lion's Park on the shores of Sloan's Lake (4603 Lions Park Drive.) It is adjacent to the Cheyenne Botanic Gardens and nearby Frontier Park. The building features a large multi-purpose space that can be divided in half, each side with its own catering kitchen and audio visual. Each side has a capacity of 260 standing, 208 seated, and 125 seated at tables. The Kiwanis Community House is perfect for meetings, reunions, weddings and small trade shows.

The City of Cheyenne Kiwanis Community House can be reserved up to 12 months before your event date. For example, to book an event in June of next year, the reservation window opens on the first working day of June of this year.

Note that we will take walk-ins before we take phone calls. There is normally a line for the busy summer months, so we suggest getting in line early to reserve a specific date. Our office hours are 7:30 a.m. — 4:30 p.m., Monday through Friday.



PREPARE FOR YOUR EVENT AND RESERVE THE  
KIWANIS COMMUNITY HOUSE TODAY!



KCH Complete Room Rental Fees			
	Non-Profit	Private	Commercial
1 hr	\$100.00	\$120.00	\$160.00
2 hr	\$200.00	\$240.00	\$320.00
2.5 hr	\$250.00	\$300.00	\$400.00
3 hr	\$300.00	\$360.00	\$480.00
3.5 hr	\$350.00	\$420.00	\$560.00
4 hr	\$400.00	\$480.00	\$640.00
4.5 hr	\$450.00	\$540.00	\$720.00
5 hr	\$500.00	\$600.00	\$800.00
5.5 hr	\$550.00	\$660.00	\$880.00
6 hr	\$600.00	\$720.00	\$960.00
6.5 hr	\$650.00	\$780.00	\$1,040.00
7 hr	\$700.00	\$840.00	\$1,120.00
7.5 hr	\$750.00	\$900.00	\$1,200.00
8 hr	\$800.00	\$960.00	\$1,280.00
8.5 hr	\$850.00	\$1,020.00	\$1,360.00
9 hr	\$900.00	\$1,080.00	\$1,440.00
9.5 hr	\$950.00	\$1,140.00	\$1,520.00
10 hr	\$1,000.00	\$1,200.00	\$1,600.00
10.5 hr	\$1,050.00	\$1,260.00	\$1,680.00
11 hr	\$1,100.00	\$1,320.00	\$1,760.00
11.5 hr	\$1,150.00	\$1,380.00	\$1,840.00
12 hr	\$1,200.00	\$1,440.00	\$1,920.00
12.5 hr	\$1,250.00	\$1,500.00	\$2,000.00
13 hr	\$1,300.00	\$1,560.00	\$2,080.00
13.5 hr	\$1,300.00	\$1,560.00	\$2,080.00
14 hr	\$1,300.00	\$1,560.00	\$2,080.00
14.5 hr	\$1,300.00	\$1,560.00	\$2,080.00
15 hr	\$1,300.00	\$1,560.00	\$2,080.00
15.5 hr	\$1,300.00	\$1,560.00	\$2,080.00

# Rental Rate

The Kiwanis Community House offers rental options for the full facility (Complete Room) as well as individual sections (North or South Room). Reservation priority is given to in-person requests, followed by phone calls. Due to high demand - especially during the summer months - we recommend arriving early to secure your preferred date.

## Complete Room Rental

The Complete Room (North and South Rooms combined) seats up to 250 people at tables, and can fit up to 520 standing or 416 seated at chairs. The complete room includes 384 chairs, 40 rectangular tables (8' X 30"), and 20 round tables (6' in diameter). Renters will have access to both kitchens which includes 4 warming ovens, 4 microwaves, 2 refrigerators, and 2 steam tables.



### At a glance...

- 3800 Square Feet
- 520 Standing
- 416 Seated (can seat 520, if additional chairs are provided by the renter)
- 250 Seated @ Tables
- 384 chairs provided
- 40 rectangular tables (8' X 30")
- 20 round tables (6' in diameter)

### Access to 2 kitchens including:

- 4 warming ovens
- 4 microwaves
- 2 refrigerators
- 2 steam tables

- Should you rent the complete room, it would allow you access to the complete patio and all first come, first served amenities.
- A separate, refundable \$300.00 damage deposit is due 7 business days before your reserved date.
- Rental spaces are available up to one year in advance.

# One Room Rental

Each half room includes 192 chairs, 20 rectangular tables (8' X 30"), 10 round tables (6' in diameter), as well as it's own kitchen. Your rental will also include use of our amenities such as a digital piano, a podium, a pull-down projector screen, extension cords, power strips, coffee urns, easels, cutting boards, Wi-Fi and a patio area overlooking Sloan's Lake.

### At a glance...

- 1900 Square Feet
- 260 Standing
- 208 Seated (Can seat 260, if additional chairs are provided by the renter)
- 125 Seated @ Tables
- 192 chairs provided
- 20 rectangular tables (8' X 30")
- 10 round tables (6' in diameter)

\* The Kiwanis Community House offers a wide selection of additional amenities for additional fees (see pages 6 - 8 for more details).

\* The Kiwanis Community House is available for rent from 8:00 a.m.-11:30 p.m.



### Access to 1 kitchen including:

- 2 warming ovens
- 2 microwaves
- 1 refrigerator
- 1 steam tables

KCH One Room Rental Fees			
	Non-Profit	Private	Commercial
1 hr	\$50.00	\$60.00	\$80.00
2 hr	\$100.00	\$120.00	\$160.00
2.5 hr	\$125.00	\$150.00	\$200.00
3 hr	\$150.00	\$180.00	\$240.00
3.5 hr	\$175.00	\$210.00	\$280.00
4 hr	\$200.00	\$240.00	\$320.00
4.5 hr	\$225.00	\$270.00	\$360.00
5 hr	\$250.00	\$300.00	\$400.00
5.5 hr	\$275.00	\$330.00	\$440.00
6 hr	\$300.00	\$360.00	\$480.00
6.5 hr	\$325.00	\$390.00	\$520.00
7 hr	\$350.00	\$420.00	\$560.00
7.5 hr	\$375.00	\$450.00	\$600.00
8 hr	\$400.00	\$480.00	\$640.00
8.5 hr	\$425.00	\$510.00	\$680.00
9 hr	\$450.00	\$540.00	\$720.00
9.5 hr	\$475.00	\$570.00	\$760.00
10 hr	\$500.00	\$600.00	\$800.00
10.5 hr	\$525.00	\$630.00	\$840.00
11 hr	\$550.00	\$660.00	\$880.00
11.5 hr	\$575.00	\$690.00	\$920.00
12 hr	\$600.00	\$720.00	\$960.00
12.5 hr	\$625.00	\$750.00	\$1,000.00
13 hr	\$650.00	\$780.00	\$1,040.00
13.5 hr	\$650.00	\$780.00	\$1,040.00
14 hr	\$650.00	\$780.00	\$1,040.00
14.5 hr	\$650.00	\$780.00	\$1,040.00
15 hr	\$650.00	\$780.00	\$1,040.00
15.5 hr	\$650.00	\$780.00	\$1,040.00



# Amenities

## Linens

(Pending Availability)

- Minimum of 14-day notice is required for linens.
- Available in Rectangular (\$12.00 each) or Round (\$10.00 each).
- Available Colors: Black, Dark Grey, Light Grey, and White.
- Rectangular Linens: 40 of each color available.
- Round Linens: 20 of each color available.
- Dimensions: Rectangular: 90" x 132", Round: 108".



## Table Runners

(Pending Availability)

- Minimum of 30-day notice is required for table runners.
- (\$2 each).
- Available Colors: Black, Burgundy, Navy Blue, White Chiffon.
- 24 of each color available.



## Chair Covers

(Pending Availability)

- Minimum of 30-day notice is required for chair covers.
- Available in White (\$1 each) or White with Silver Bow (\$2 each).
- Can be used indoor or outdoor.
- 400 Chair Covers available.



## Other Amenities

### Rolling Dry Erase Board

- \$10 per day
- Dimensions: 48" x 36"



### Samsung TV

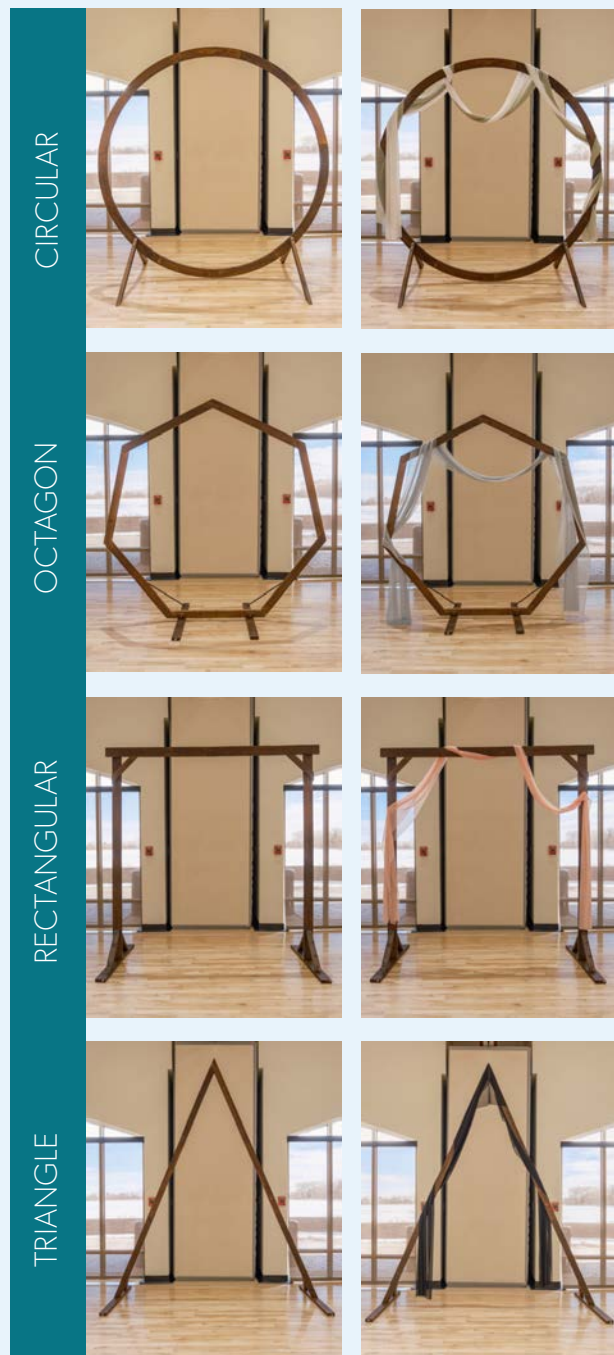
- \$50 per day
- Dimensions: 65 inch

Contact the Kiwanis Community House for more information on our other amenities: Amplified Sound System | Outdoor Chairs (100 available) | Outdoor Tables (4 available) | PA System | Projector

# Arches

(Pending Availability)

- Minimum of 30-day notice is required for Arches.
- All Arches are \$40 per day.
- Available shapes: Circular, Octagon, Rectangular and Triangle.



WITHOUT DRAPERY

WITH DRAPERY

# Arch Drapery

(Pending Availability)

- Minimum of 30-day notice is required for Arch Drapery.
- All Arch Drapery sets are \$10 per set (two included in each set).
- Available Colors: Champagne, Black, Burnt Orange, Grey, Ivory, Navy Blue, Peach, Powder Blue, Red, Sage Green, White.



DRAPERY COLOR SELECTION

# Photo Wall



- Minimum of 30-day notice is required for photo wall.
- Pending Availability (only one photo wall available).
- \$40 per day.
- Dimensions: 7'H x 9'W.
- Flowers & Balloons are not included in rental.





# Arch Corner Flowers

(Pending Availability)

- Minimum of 30-day notice is required for Arch Flowers.
- \$10 per set. Each set includes 2 corner floral arrangements.
- Available in Burnt Orange, Dusty Blue/White, Ivory/White, Red/Blue and Yellow/White.



Burnt Orange



Dusty Blue/White



Ivory/White



Red/Blue



Yellow/White

ARCH CORNER FLOWERS  
PAIR WELL WITH DRAPERY!  
SEE PAGE 7 FOR OUR DRAPERY  
COLOR SELECTION.



# Centerpieces

(Pending Availability)

## Candle Centerpieces

- Minimum of 30-day notice is required for candle centerpieces.
- \$15 per set. Each set includes 24 tealight candle holders with flameless candles.
- Available in Clear, Green and Gold (24 of each color available).

## Rose Flower Centerpieces

- Minimum of 30-day notice is required for flower centerpieces.
- \$10 for 10 flower centerpieces.
- Available in Champagne and White (1 set of 10 flowers available in each color).



Brownish Gold Candles  
& White Floral Centerpiece



Clear Candles & White  
Floral Centerpiece



Green Candles & Champagne Floral Centerpiece

\*NOTE - CANDLE  
CENTERPIECES AND  
FLORAL CENTERPIECES  
ARE RENTED SEPARATELY.

# Garlands

(Pending Availability)

- Minimum of 30-day notice is required for garlands.
- \$10 per set. Each set includes 2 garlands.
- Available in Champagne/Eucalyptus, Plain Green, Rose/Eucalyptus, and White/Eucalyptus.



Champagne/Eucalyptus



Plain Green



Rose/Eucalyptus



White/Eucalyptus



# FAQs & Policies

## **Can we serve alcoholic beverages at the Kiwanis Community House?**

Yes, with the proper permits issued by the City Clerk Division. The City Clerk Division's phone number is (307) 637-6329.

## **Can a ceremony be held on the back side of the Kiwanis Community House, near the lake?**

Yes, this is a popular area to hold a ceremony and helps create beautiful pictures! You must fill out a Special Events Form, as well as provide a map outlining where your event will be held. \*Kiwanis Community House indoor tables and chairs are not allowed outside. 100 Outdoor Chairs/4 Outdoor Tables are available to rent.

## **Is set-up/tear-down and clean-up the renter's responsibility?**

Yes, all set-up/tear-down and clean-up is the renter's responsibility and must be included in the rental time.

## **Will cleaning supplies be provided for the renter?**

Yes, our staff will provide all cleaning supplies the day of your rental. These supplies will include: trash liners, rags, mop, broom, dish soap, etc.

## **How does a renter access the building the day of the rental?**

A Kiwanis Community House staff member will be on duty the entire duration of your rental. The staff member will meet you at the front door at the start of your rental. At the conclusion of your rental, a staff member will be on site to walk through the building with you and lock up the building. \*Please note, decorations, supplies, and food will not be permitted to store at the facility ahead of the reserved rental time.

## **When is the damage deposit returned?**

Deposits can be picked up the next business day after your rental, provided all policies have been followed, cleaning procedures completed, and no damage has occurred. If the deposit was made by credit or debit card, it will be refunded on the following business day.



PREPARE FOR YOUR EVENT AND RESERVE  
THE KIWANIS COMMUNITY HOUSE TODAY!

# INDOOR FACILITIES

## Perfect for your Indoor Activities

Within the city, there are two facilities of varying sizes that offer gym and event/meeting spaces for use.

The Youth Activity & Community Center, situated at 1317 Parsley Boulevard, and the Pioneer Park Center, located at 1331 Talbot Court, are both available for rentals. The facilities are a popular spot for everything from baby showers and birthday parties to meetings and gym related activities. For reservation info call: (307) 637- 6423 or come to the Kiwanis Community House, Monday - Friday, 7:30 a.m. - 4:30 p.m.



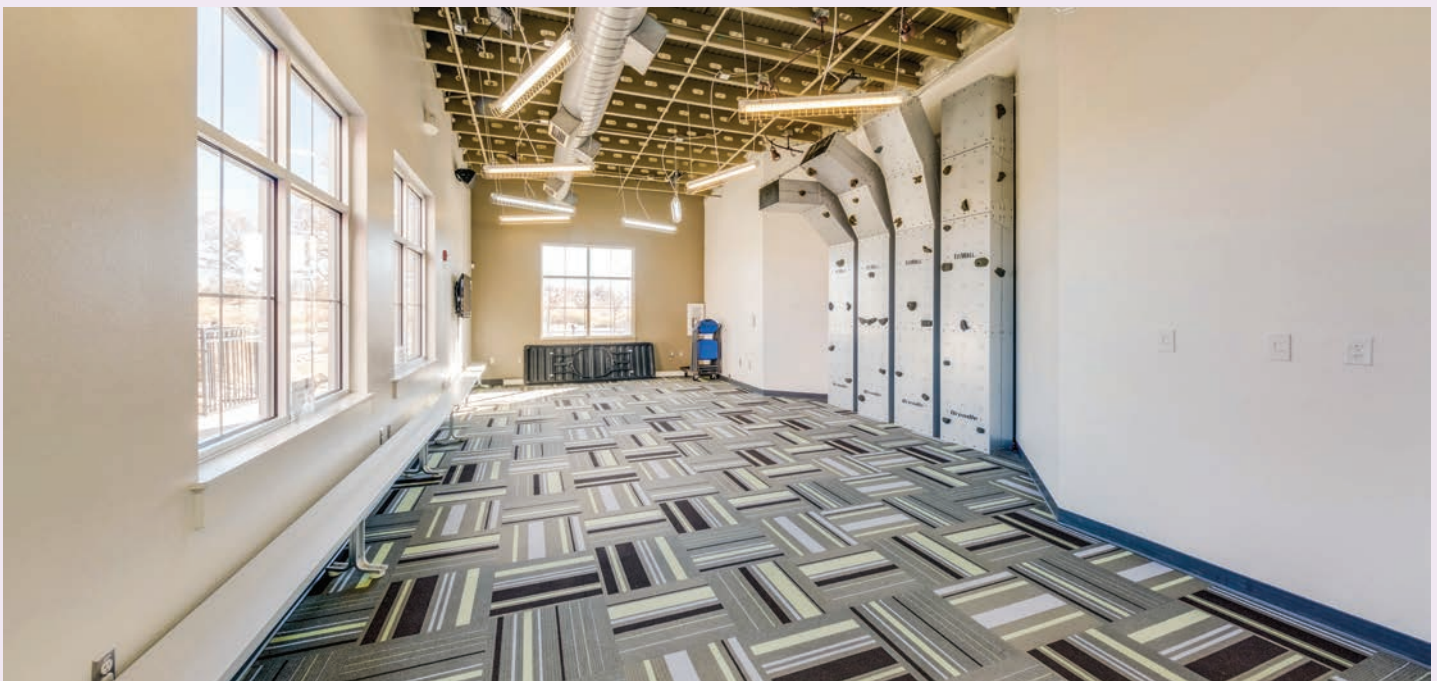
PREPARE FOR YOUR EVENT AND RESERVE ONE OF THE CITY OF CHEYENNE'S INDOOR FACILITIES TODAY!



# The Youth Activity & Community Center

1317 Parsley Blvd  
Cheyenne, WY 82001

The Youth Activity and Community Center is nestled in the David Romero Park. It's a very popular spot to host a baby shower or birthday party. The Youth Activity & Community Center is available for rent up to one year in advance. For example, to book an event for June of next year, we would begin taking reservations for the entire month of June on the first working day of June of the current year. At times, there may be lines for the busy summer months. We suggest getting in line early to reserve a specific date. Please note that this facility requires a minimum of a 14-day notice to rent. For reservation info call: (307) 637- 6423 or come to the Kiwanis Community House, Monday - Friday, 7:30 a.m. - 4:30 p.m.





# Community Side

The Youth Activity & Community Center offers the Community Side that seats 100 people at tables. This side is a popular venue for baby showers, graduation parties, family reunions or wedding receptions. The Community Side also includes a kitchen which can be used for warming and/or serving food. Your rental fee will include a supervisor that will be on-site throughout the duration of your event and will assist with any questions.

## At a glance - Community Room Kitchen

- 1 Ice machine
- 1 Microwave
- Oven and Stove (to be used only for warming)
- 1 Ice box marked renters only
- 55-gallon trash containers (3)
- Dishwasher
- 1 Coffee pot
- Paper towel dispenser





# Also included with the Community Side

## Tables/Chairs

- 4 Black rectangular tables (8'x30") \*up to two of these tables can be placed in kitchen if needed.
- 5 White rectangular folding tables (8'x30").
- 18 Black round tables (4' diameter).
- 3 White round folding tables (4' diameter).
- 100 Folding chairs.

## Additional Amenities

- WIFI.
- Sound system with phone hookup.

Please Note: The sound system includes a phone hookup and is intended for background music only. It is not equipped with the features or output capabilities of a professional DJ system and should not be relied upon for events such as dances, weddings, or similar occasions that require high-performance audio.



PREPARE FOR YOUR EVENT AND RESERVE ONE OF THE CITY OF CHEYENNE'S INDOOR FACILITIES TODAY!

# Gym Side

The Youth Activity & Community Center also offers a gym available for rent, which is especially popular for birthday parties. This space features a small multi-sport gym equipped with basketball hoops, volleyball nets, kickballs, basketballs, and access to a climbing wall. Please note: hoops and nets may be unavailable during certain recreational programs. A small adjoining room connects to the gym and provides a convenient space for setting up birthday cake, presents, or party supplies. Facility viewings are available by appointment only.

For reservation details or to schedule a viewing, please call or visit the Kiwanis Community House, Monday through Friday, between 7:30 a.m. and 4:30 p.m.



## Included with Gym Side

- 18 Outlets
- 1 Water fountain
- 1 Large climbing wall
- 4 Small fit climbing walls
- 2 Basketball hoops
- 1 Volleyball net
- 2 Basketballs and 8 Kickballs
- 2 Rectangular tables with Chairs

## Tables/Chairs

- 1 White rectangular table (6'x30")
- 1 White rectangular table (8'x30")
- 1 White adjustable height table (4' diameter)
- 20 Folding chairs
- 4 Metal benches (12')





# Rental Rates

Community Side OR Gym Side		Complete Building (Community Side AND Gym Side)	
1 hour	\$50.00	1 hour	\$100.00
2 hours	\$100.00	2 hours	\$200.00
3 hours	\$150.00	3 hours	\$300.00
4 hours	\$200.00	4 hours	\$400.00
5 hours	\$250.00	5 hours	\$500.00
6 hours	\$300.00	6 hours	\$600.00
7 hours	\$350.00	7 hours	\$700.00
8 hours	\$400.00	8 hours	\$800.00
9 hours	\$450.00	9 hours	\$900.00
10 hours	\$500.00	10 hours	\$1,000.00
11 hours	\$550.00	11 hours	\$1,100.00
12 hours	\$600.00	12 hours	\$1,200.00
13 hours	\$650.00	13 hours	\$1,300.00
14 hours	\$650.00	14 hours	\$1,300.00
15 hours	\$650.00	15 hours	\$1,300.00

## One Room (Community or Gym Side):

- **Non-Profit Rate:** \$40 per hour
- **Regular Rate:** \$50 per hour
- **Commercial Rate:** \$70 per hour

## Both Rooms (Community and Gym Side):

- **Non-Profit Rate:** \$80 per hour
- **Regular Rate:** \$100 per hour
- **Commercial Rate:** \$140 per hour

## Additional Time:

- Half-hour increments are available **after the first two hours** of rental.

## Damage Deposit:

- **A refundable \$250 damage deposit** is required and must be submitted **at least 7 business days prior to the reserved date.**



PREPARE FOR YOUR EVENT AND RESERVE ONE OF THE  
CITY OF CHEYENNE'S INDOOR FACILITIES TODAY!



# FAQs & Policies

## Can alcoholic beverages be served at The Youth Activity & Community Center?

Yes, with the proper permits issued by the City Clerk Division. The City Clerk Division's phone number is (307) 637-6329.

## Can an event be held on the outside of The Youth Activity & Community Center?

Yes, this is a popular space to use and there is an open field which makes this area very versatile! A Special Events form is required to be filled out, as well as a map outlining where you plan the event to be held. Note, this area is not included with the rental of the Youth Activity and Community Center. Parking may be limited due to other rentals. Please keep in mind that tables and chairs from inside the building are not allowed outside.

## Can the renter bring a bounce house or inflatable to use during their event?

Yes, renters can bring bounce houses and/or inflatables to use during their event. All bounce houses/inflatables must stay in the gym side of the building. Bounce houses/inflatables must be below 15ft. in height. The renter must also provide waivers for the guests to sign. Insurance is not required at this time.

## Is set-up/tear-down and clean-up the renter's responsibility?

Yes, all set-up/tear-down and clean-up is the renter's responsibility and must be included in the rental time.

## Will cleaning supplies be available to the renter?

Yes, our staff will provide you with all cleaning supplies the day of your rental. These supplies will include: trash liners, rags, mop, broom, dish soap, etc.

## How does a renter access the building the day of the rental?

We have a staff member on duty the entire duration of your rental. The staff member will meet you at the front doors at the start of your rental. At the conclusion of your rental, a staff member will be on site to walk through the building with you and lock up the building. Please note, decorations, supplies, and food will not be permitted to store at the facility ahead of the reserved rental time.

## When is the damage deposit returned?

Deposits can be picked up the next business day after your rental, provided all policies have been followed, cleaning procedures completed, and no damage has occurred. If the deposit was made by credit or debit card, it will be refunded on the following business day.





# Pioneer Park Center

1331 Talbot Court  
Cheyenne, WY 82001

Located at 1331 Talbot Court, the Pioneer Park Center is an ideal venue for small meetings, gatherings, or gym-related activities. The facility features two distinct areas: Room A and the Gym side. Room A includes 9 tables and 44 chairs, accommodating up to 50 people. (If additional seating is needed, renters must provide their own chairs.) The gym side can accommodate approximately 100 people. Facility viewings are available by appointment only. For reservation details or to schedule a viewing, please call or visit the Kiwanis Community House, Monday through Friday, between 7:30 a.m. and 4:30 p.m.

## At a glance

- 44 chairs
- 9 tables
- Additional chairs and tables must be provided by the renter
- No rental past 11 p.m.



# Rental Rates

## Gym:

- Private rental rate is \$40 an hour and a \$250 damage deposit.
- Non-Profit rental rate is \$30 an hour and a \$250 damage deposit.
- Commercial rental rate is \$50 an hour and a \$250 damage deposit.

## Room A with Kitchen:

- Private rental rate is \$30 an hour and a \$250 damage deposit.
- Non-Profit rental rate is \$20 an hour and a \$250 damage deposit.
- Commercial rental rate is \$40 an hour and a \$250 damage deposit.

## Gym and Room A combined:

- Private rental rate for both Gym and Room A is \$70 an hour and a \$250 damage deposit.
- Non-Profit rental rate for both Gym and Room A is \$50 an hour and a \$250 damage deposit.
- Commercial rate is \$90 an hour and a \$250 damage deposit.

\* Kitchen for gym rentals can only be used if Room A is not already reserved.

\* 50% down payment is due at the time of reservation.  
Cancellation of reservation will result in loss of down payment.



# FAQs & Policies

## Can alcoholic beverages be served at The Pioneer Park Center?

Yes, with the proper permits issued by the City Clerk Division. The City Clerk Division's phone number is (307) 637-6329.

## Can an event be held on the outside of The Pioneer Park Center?

Yes, a Special Events form is required to be filled out, as well as a map outlining where you plan the event to be held. Note, this area is not included with the rental of the Pioneer Park Center. Parking may be limited due to other rentals. Please keep in mind that tables and chairs from inside the building are not allowed outside.





# FAQs & Policies (Continued)

## Can the renter bring a bounce house or inflatable to use during their event?

Yes, renters can bring small bounce houses and/or inflatables to use during their event. All bounce houses/inflatables must stay in the gym side of the building. Bounce houses/inflatables must be below 12ft. in height. The renter must also provide waivers for the guests to sign. Insurance is not required at this time.

## Is set-up/tear-down and clean-up the renter's responsibility?

Yes, all set-up/tear-down and clean-up is the renter's responsibility and must be included in the rental time.

## Will cleaning supplies be available to the renter?

Yes, our staff will provide you with all cleaning supplies the day of your rental. These supplies will include: trash liners, rags, mop, broom, dish soap, etc.

## How does a renter access the building the day of the rental?

We have a staff member on duty the entire duration of your rental. The staff member will meet you at the front doors at the start of your rental. At the conclusion of your rental, a staff member will be on site to walk through the building with you and lock up the building. Please note, decorations, supplies, and food will not be permitted to store at the facility ahead of the reserved rental time.

## When is the damage deposit returned?

Deposits can be picked up the next business day after your rental, provided all policies have been followed, cleaning procedures completed, and no damage has occurred. If the deposit was made by credit or debit card, it will be refunded on the following business day.

## Please Note:

This facility serves as the primary location for our childcare program. We kindly ask that you do not use or handle any items that are not part of your rental.



PREPARE FOR YOUR EVENT AND RESERVE ONE OF THE  
CITY OF CHEYENNE'S INDOOR FACILITIES TODAY!







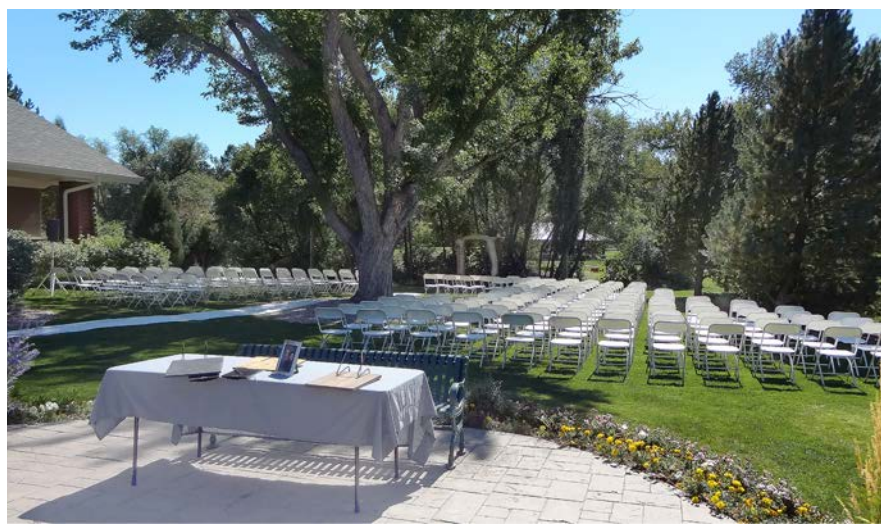
City of Cheyenne  
**Programs &  
Facilities**  
— Division —

4603 Lions Park Drive

Cheyenne, WY 82001

M – F; 7:30 a.m. – 4:30 p.m

(307) 637- 6423



[www.CheyenneCity.org](http://www.CheyenneCity.org)