

Fee Schedule / Equipment Needs / Rates = Please Circle all that apply

Arrangements for use of the stage, technical systems (stage/lighting/sound), large auditorium seating and/or dressing rooms must be made 10 days in advance of any events.

	Profit In County M-F	Profit In County Weekend &/or holidays	Profit Out of County M-F	Profit Out of County Weekend/ &/or holidays	Non-Profit In County M-F	Non-Profit In County Weekend/ &/or holidays	Non-Profit Out of County M-F	Non-Profit Out of County Weekend/ &/or holidays
Security Deposit Fee Required w/ approved application	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200
Large Auditorium Perf. Event <i>8 hr. minimum 912 seats (950 maximum occupancy)</i>	\$500	\$650	\$900	\$1,000	\$250	\$300	\$700	\$900
Large Auditorium Non-Perf. Event <i>8 hr. minimum Banquet up to 300 people</i>	\$400	\$550	\$700	\$800	\$200	\$225	\$600	\$700
Small Auditorium <i>Banquet Style = 8 hr. minimum Banquet Style = 125-150 people Auditorium Style = 250 people</i>	\$175	\$250	\$350	\$450	\$100	\$150	\$300	\$350
Community Room/Kitchen <i>Maximum Occupancy = 75 people</i>	\$150	\$200	\$200	\$250	\$75	\$100	\$150	\$200
Lobby/Gallery <i>no fee if renting auditorium(s)</i>	\$150	\$200	\$200	\$250	\$75	\$100	\$150	\$200
Studio Basement	\$150	\$200	\$150	\$200	\$75	\$100	\$150	\$200
<i>no fee if renting auditorium</i>								
Set-up Charges								
50 - 100 people	\$100	\$100	\$150	\$150	\$100	\$100	\$150	\$150
101 - 200 people	\$150	\$150	\$200	\$200	\$150	\$150	\$200	\$200
201 - 300 people	\$250	\$250	\$350	\$350	\$250	\$250	\$350	\$350
301 or more	\$350	\$350	\$450	\$450	\$350	\$350	\$450	\$450

	Profit In County M-F	Profit In County Weekend/ &/or holidays	Profit Out of County M-F	Profit Out of County Weekend/ &/or holidays	Non-Profit In County M-F	Non-Profit In County Weekend/ &/or holidays	Non-Profit Out of County M-F	Non-Profit Out of County Weekend/ &/or holidays
Marquee	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
Print Clearly what is needed on Marquee								
Speaker's Lectern (circle one) Table top	No Charge for these items							
Standing								
Studio Piano								
Total (\$) of all rentals needed:								

Arrangements for use of the stage, technical systems (stage lighting, sound), Large Auditorium seating and/or dressing rooms must be made 10 days in advance of any events. The organization, department, or agency to whom a permit is issued shall be liable for any loss, damage, or injury sustained by any person whatever by reason of the negligence of the person, persons, or organization to whom such a permit shall have been issued. **The Superintendent or designee may require such public liability insurance as he/she deems to be in the best interest of the Civic Center.** The undersigned certifies that he/she is familiar with the Civic Center policies and Regulations as stated on accompanying pages, and that these shall be enforced as well as honored by the renting group. The undersigned further certifies that he/she is an adult, 21 years of age, and authorized to act for and accept the legal responsibilities of the leasing Organization.

Signature also adheres to all Terms and Agreements (as provided to the renter) of the Civic Center Rental policies.

Signature for Renter: _____ Date: _____

Signature for Approval: _____ Date: _____