

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

New Prices Effective March 1, 2024

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		Profit Out of County		Non-Profit
Security Deposit Fee (Required)	\$200		\$200		\$200
Required w/ approved application					
Large Auditorium Perf. Event Only					
<i>Rental for Performance Seating Only</i>	\$650		\$1,000		\$500
<i>Studio Basement available for use if renting</i>					
<i>Large Auditorium Perf. Event Only</i>					
<i>912 seats (950 maximum occupancy)</i>					
Small Auditorium					
Banquet Style (125 people)	\$300		\$450		\$250
Auditorium Style (250 people)					
Community Room/Kitchen	\$200		\$250		\$200
Maximum Occupancy = 75 people					
Large PD Room at Central Office	\$300		\$450		\$250
Banquet Style (125 people)					
Auditorium Style (250 people)					
Set-up Charges (Required)	\$200		\$200		\$200

(minimum of 30 minutes is needed for setup & clean up for custodian & technicians)

Custodian Extra Hourly Rate	\$30		\$30		\$30
# of Hours Needed _____					
Technician Extra Hourly Rate	\$35		\$35		\$35
# of Hours Needed: _____					
Tables:					
60" Round Table (15 avail. / 8 per table)					
(Small Aud.)					
# needed: _____					
Rectangular Tables (30 x 72) 6 seats/table					
(Small Aud.)					
# needed: _____					
Large PD Room (Central Office) tables:					
5 x 2 (with wheels) will seat 6 if 2 tables together					
# needed: _____					
List number of chairs needed:					
(No Charge for Chair Rental)					

** = Technician is Required	Profit In County		Profit Out of County		Non-Profit
Microphones / 2 Wireless ** (large aud.)	\$50		\$50		\$50
Large Auditorium Laser Proj., Speaker, Screen **	\$100		\$100		\$100
Small Auditorium LCD Proj. Speaker, Screen **	\$60		\$60		\$60
Large Auditorium In-house Sound Sys. **	\$100		\$100		\$100
Large Auditorium Stage Lighting Sys. **	\$100		\$100		\$100
Marquee	\$50		\$50		\$50

Print Clearly what is needed on Marquee

Speaker's Lectern (circle one)

Table top

Standing

No Charge for these items

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:

Signature for Approval:
