

**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.*

PRICES ARE PER DAY	Profit In County	Profit Out of County	Non-Profit
<b>Security Deposit Fee (Required)</b>	\$200	\$200	\$200
<b>Required w/ approved application</b> <b>Large Auditorium Perf. Event Only</b> <i>Rental for Performance Seating Only</i> <i>Studio Basement available for use if renting</i> <i>Large Auditorium Perf. Event Only</i> <i>912 seats (950 maximum occupancy)</i>	\$650	\$1,000	\$500
<b>Small Auditorium</b> Banquet Style (125 people) Auditorium Style (250 people)	\$300	\$450	\$250
<b>Community Room/Kitchen</b> Maximum Occupancy = 75 people	\$200	\$250	\$200
<b>Large PD Room at Central Office</b> See information listed below			
<b>Set-up Charges (Required)</b>	\$200	\$200	\$200
<i>(minimum of 30 minutes is needed for setup &amp; clean up for custodian &amp; technicians)</i>			
<b>Custodian Extra Hourly Rate</b>	\$30	\$30	\$30
<b># of Hours Needed</b> _____			
<b>Technician Extra Hourly Rate</b>	\$35	\$35	\$35
<b># of Hours Needed:</b> _____			
<b>Tables:</b> 60" Round Table (15 avail. / 8 per table) (Small Aud.) # needed: _____			
Rectangular Tables (30 x 72) 6 seats/table (Small Aud.) # needed: _____			
<b>Large PD Room (Central Office) tables:</b> 5 x 2 (with wheels) will seat 6 if 2 tables together <b>(26 gray tables w/ wheels / 4 brown w/ wheels)</b> <b>Chairs = 175 / 7 Folding Tables</b>	\$300	\$450	\$250

<b>** = Technician is Required</b>	<b>Profit In County</b>	<b>Profit Out of County</b>	<b>Non-Profit</b>
<b>Charges per day</b>			
Microphones / 2 Wireless ** (Large Aud.)	\$50	\$50	\$50
Microphones / 2 Wireless ** (Large PD Room)	\$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 (one time fee)	\$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:

**All Rentals must be reserved, approved & paid 15 days in advance of event**

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 whatsoever 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:**

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