



All rentals have a 2 or 3-hour minimum (see below). The entire rental balance is due at the time of booking and is non-refundable except for the deposit (if applicable). Cancellations must be made 10 business days (Monday—Friday) in advance with a 25% cancellation fee withheld.

### Public Conference Room (max. capacity 12-15)

- Perfect for small meetings. Food and beverages are allowed. No alcohol.
- \$30/\$37 per hour (city resident and non-profit/non-resident).

### Party Room (max. capacity 16)

- Great for parties and larger meetings. Food and beverages are allowed. No alcohol.
- 2-hour minimum rental.
- \$39/\$42 per hour (city resident and non-profit/non-resident).
- Rentals that take place outside of standard center operating hours will be charged an additional \$20 per hour.

### Oak or Elm Room (max. capacity 50)

- Great for children's birthday parties or larger meetings. Food and beverages are allowed. No alcohol.
- 3-hour minimum rental.
- \$64/\$74 per hour (city resident and non-profit/ non-resident) with a \$100 refundable damage/cleaning deposit.
- Add the kitchen to your event for a \$45 flat fee.

### Oak and Elm Rooms Combined (max. capacity 100)

- Great for larger events and parties. Food and beverages are allowed.
- 3-hour minimum rental during standard center operating hours; 5-hour minimum if the rental goes past operating hours.
- \$130/\$148 per hour (city resident and non-profit/ non-resident).
- Available from 8 a.m. to 11 p.m.
- Alcohol may be served after center operating hours (Saturday, after 5 p.m.)
- There is a \$100 fee to bring alcohol on campus. Beer, wine and champagne only. Alcohol must be served by a licensed bartender, a state-issued banquet permit is required.