



## Facility Rental Fees

*Last Updated: 10/04/2019*

**The following steps must be completed prior to securing a date:**

1. Facility Rental Application completed online
2. Application will be reviewed and availability/price to be confirmed
3. Security Deposit Paid
4. Release & Waiver Form signed and submitted

<b>Main Meeting Room</b> (evenings and weekends)	Includes chairs and tables that are in current inventory	<b>\$40 per hour</b> 4-hour minimum*
<b>Main Meeting Room</b> (M-F/8am-5pm)	Includes chairs and tables available in inventory	<b>\$30 per hour</b> 2-hour minimum*
<b>*Kitchen</b>	Requires a person in charge with current Food Handlers License	<b>Add \$20 per hour</b>
<b>*Audio/Video System</b> w/Technician	<i>If a group can provide an experienced and approved audio/video tech, a \$20 per hour discount may be available.</i>	<b>Add \$40 per hour</b>
<b>Cleaning Fee</b>	If the group prefer to have us schedule a cleaning crew	<b>\$100</b>
<b>Security Deposit</b>	Returned after the event is over	<b>\$200</b>
<b>Friends and Family Discount</b>	Qualification at the discretion The Box Staff	<b>15%</b>

*\*Prices and details are subject to change based on guest group or event needs*