



DE PERE COMMUNITY CENTER

Established in 1999

RENTAL FEE SCHEDULE

	Pine & Spruce Rooms (large rooms including kitchen)	Maple, Oak & Hickory Rooms (small meeting style rooms)
City of De Pere Resident <i>(Any individual who resides within the corporate limits of the City of De Pere)</i>	\$185/4 hrs.	\$90/4 hrs.
Non-Resident <i>(Any individual who resides outside the City limits yet are in a De Pere School District)</i>	\$215/4 hrs.	\$115/4 hrs.
Additional Per Hour Charges <i>(after minimum of 4 hours)</i>	\$50.00	\$30.00
Non-Profit Organizations <i>(Organization must be comprised of 50% City residents)</i>	No fee Monday – Thursday <i>(Only allowed to reserve rooms (2) months in advance and only once per month.)</i>	
City of De Pere School Youth Groups <i>(Groups must be comprised of 50% City residents)</i>	No fee Monday – Thursday <i>(Only allowed to reserve rooms (2) months in advance and only once per month.)</i>	
Cabinets <i>(located on the upper level)</i>	\$15.00/month	
SECURITY DEPOSIT: The security deposit will match the rental fee not to exceed \$500. Security deposits for non-profit and youth organizations are \$145.		
CANCELLATION: If a cancellation is made at least two (2) weeks prior to the scheduled event a full refund will be issued, less a \$42 processing fee; no refunds given within two (2) weeks. Room changes are transferable at any time for a \$21 charge. Dates are not transferable		

The following audio-visual equipment is available for use by renters accompanied by a non-refundable rental fee per unit per day:

LCD Projectors	\$39.00
Conference Phone	\$18.00
Cordless Microphone (<i>lavalier & hand held</i>)	\$18.00
50" TV with VCR/DVD player	\$18.00

The facility is equipped with WiFi access, however, streaming music, videos and/or movies is not allowed. Podiums, microphones, easels, dry erase boards, projector screens, extension cords, power strips and coffeemakers are available for no extra charge.

Please reference the backside of the Rental Contract for additional Rental Policies & Regulations.

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www.deperewi.gov