



# DE PERE COMMUNITY CENTER

*Established in 1999*

## ***RENTAL FEE SCHEDULE***

	<b>Pine &amp; Spruce Rooms</b> <i>(large rooms including kitchen)</i>	<b>Maple, Oak &amp; Hickory Rooms</b> <i>(small meeting style rooms)</i>
<b>City of De Pere Resident</b> <i>(Any individual who resides within the corporate limits of the City of De Pere)</i>	\$185/4 hrs.	\$90/4 hrs.
<b>Non-Resident</b> <i>(Any individual who resides outside the City limits yet are in a De Pere School District)</i>	\$215/4 hrs.	\$115/4 hrs.
<b>Additional Per Hour Charges</b> <i>(after minimum of 4 hours)</i>	\$50.00	\$30.00
<b>Non-Profit Organizations</b> <i>(Organization must be comprised of 50% City residents)</i>	<b>No fee Monday – Thursday</b> <i>(Only allowed to reserve rooms (2) months in advance and only once per month.)</i>	
<b>City of De Pere School Youth Groups</b> <i>(Groups must be comprised of 50% City residents)</i>	<b>No fee Monday – Thursday</b> <i>(Only allowed to reserve rooms (2) months in advance and only once per month.)</i>	
<b>Cabinets</b> <i>(located on the upper level)</i>	\$15.00/month	
<b>SECURITY DEPOSIT:</b> The security deposit will match the rental fee not to exceed \$500. Security deposits for non-profit and youth organizations are \$145.		
<b>CANCELLATION:</b> 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</i> & <i>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](http://www.deperewi.gov)