



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 (Any individual who resides within the corporate limits of the City of De Pere)	\$200/4 hrs.	\$100/4 hrs.
Non-Resident (Any individual who resides outside the City limits)	\$250/4 hrs.	\$150/4 hrs.
Security Deposit: *(Any rental ending after 9pm will incur an additional \$200 security deposit.)	\$500*	\$250*
Additional Per Hour Charges (after a minimum of 4 hours)	\$55.00	\$30.00
Non-Profit Organizations (Organization must be comprised of 50% City residents)	No fee Monday – Thursday (Only allowed to reserve rooms (2) months in advance and only once per month.)	
City of De Pere School Youth Groups (Groups must be comprised of 50% City residents)	No fee Monday – Thursday (Only allowed to reserve rooms (2) months in advance and only once per month.)	
Non-Profit/City of De Pere School Youth Groups Security Deposit	\$155	
Cabinets (located on the upper level)	\$16.50/month	
CANCELLATION: If a cancellation is made at 31 days prior to the scheduled event a full refund will be issued, less a \$46 processing fee; no refunds given within 30 days of rental date. Room changes are transferable at any time for a \$25 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	\$41.00
Cordless Microphone (<i>lavalier</i> & <i>handheld</i>)	\$21.00
Multi-attachment HDMI cable	\$102.00 Deposit
<i>(for use with TVs provided in all rooms except the Maple rm.)</i>	

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.

Scan the QR Code to book a room or to reference our Rental Policies and Procedures.

600 Grant Street • De Pere, WI 54115 • Phone (920) 339-4097 • www.deperewi.gov

