



ENVIRONMENTAL SERVICES BUILDING

2024 Rates

Upon creating event permit, 20% of rental fee is due.
Full payment of rental fee and damage deposit is due 90 days prior to the event.

Weekdays

Includes Black Conference Chairs

Rooms (capacity)	Damage Deposit	Day Rates		Evening Rates	
		Mon-Fri 7:30am-5pm (2 hour min) Hourly Rate	Mon-Thurs 5pm-10pm (2 hour min) Hourly Rate	Friday 5pm-12am (3 hour min) Hourly Rate	
Training Room (24 max)	\$100	\$40	\$40	\$60	
Public Meeting Room WEST (75 max)	\$200	\$60	\$60	\$85	
Public Meeting Room EAST (88 max)	\$200	\$60	\$60	\$85	
Public Meeting Room COMBINED (163 max)	\$300	\$110	\$110	\$155	
Full Facility <small>Includes Combined Room, Training Room, Kitchen, Courtyard, & A/V Equipment (200 max)</small> <small>Full Facility rentals include white ceremony chairs</small>	\$500	\$130 [†]	\$130*	\$180*	

[†]does not include use of lobby

*includes use of lobby

Weekends

Full Facility Only

Saturday: 9am-12am Sunday: 9am-10pm	Capacity 200 Damage Deposit: \$500	October - April	May - September
Base Fee (6 hours)		\$1650	\$2100
Each Additional Hour		\$175/hr	\$175/hr
Maximum Fee		\$2100	\$2700

Includes Combined Room, Training Room, Kitchen, Courtyard, Lobby, A/V Equipment, & White Ceremony Chairs

Additional Options

	Flat Fee
Courtyard/Ceremony Lawn	\$30
Catering Kitchen <small>Provides access to fridge/freezer, sinks, dishwasher, oven, and 200 dinner plates, salad plates, and eating utensils</small>	\$100
A/V Equipment <small>Includes overhead projector, speaker system, and microphones</small>	\$50
Coffee Service (2 gallons regular and 1 gallon decaf coffee, Serves approx. 30) <small>Includes an assortment of teas, creamers, sweeteners, cups, stirrers, and hot water</small>	\$35/service

Memorials

Includes Black Conference Chairs

Rooms	Damage Deposit	Weekends Sat - Sun 10am-6pm Hourly Rate
East or West Room	\$200	\$85
Combined Room	\$300	\$155

Weekdays at above rates