



FiftyForward Martin Center Facility Usage License Fees

Regular Operating Hours:

Monday through Friday, 8:30 a.m. – 3:30 p.m.

	Non-Profit/ Government	Individual/ Corporate	
Multi- Purpose Room:			
During Regular Operating Hours	\$100/hour	\$150/hour	4 hr. minimum
After Regular Operating Hours	\$150/hour	\$250/hour	4 hr. minimum
Kitchen Usage Fee	\$200/hour	\$200/hour	

Damage Deposit: \$750

Building usage fees are calculated from the time the first person enters the facility to set up until the last person leaves the building after clean up. **All** rental items must be delivered and picked up within the reserved hours or damage deposit will be forfeited.

After hours usage requires a **minimum** reservation of four consecutive hours. In order to confirm a reservation, the **Damage Deposit** and **Reservation Deposit** must be submitted with the **License Agreement**.

All events included cleaning must conclude at midnight. Failure to vacate the building by midnight will result in double the hourly fee.

Reservation Deposit is one half of the estimated total cost. The second half of the Licensee fee must be paid within **30 days** prior to the event.

Licensee is responsible for any and all damage inside and outside the facility during the usage period.

Conference Room, Classrooms, Commons Area may be reserved depending on availability and charges will be quoted.

Damage Deposit will be returned within 45 days after the license date if the facility is left clean, in order, and all policies were followed. **Total** damage deposit will be forfeited if the building is not left clean and ready for the next event and all policies followed.

We appreciate your consideration of FiftyForward Martin Center for your event.

Prices effective 10/1/2014