



Facility Rental Rates

Contact Jody at 518-584-1621 Ext.204 for more information.

1. For-profit and not-for-profit with an annual operating budget over \$1 million.
 - \$50/hour
 - \$35/hour: long-term contracts (6 months or longer)
 - Contracts for one year are negotiable
2. Not-for-profit
 - \$30/hour
 - \$25/hour: long-term contracts (6 months or longer)
 - Contracts for one year are negotiable
3. Dining Room and Kitchen
 - \$75/hour
4. Kitchen – Restaurant/Caterer: User fee of \$150 per quarter with \$50/hour room rental
Maybe adjusted based on use of equipment, needs, and duration
5. Entire Facility: (May need to be staffed depending on event.)
 - \$150/hour

Requirements:

- Insurance policy – certificate of insurance required
 - Contracts over a 2-hour time period will receive one additional half-hour free for set-up and clean-up (this can be used at the beginning, end or split).
 - Contracts over a 4-hour time period will receive one additional hour free for setup and clean-up (this can be used at the beginning, end or split).
 - Deposits: A refundable deposit will be collected and returned within 2 weeks of the event only after the premises have been inspected for damage or missing items, and the contract paid in full.
 - Children should be supervised, no food and/or drink outside of the dining room, and use of dining room does not include use of whole building, including pool table, wii, and computers.
 - Wi-Fi is available at no extra charge
 - All lights, heat etc. are turned off and doors and windows closed and locked.
 - NO SMOKING in the building. This is a smoke free facility.
 - Facility must be left in the condition that it was found.
6. Community Groups: based on space \$25/meeting up to 2 hours