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)*	$195/4 hrs.	$95/4 hrs.
Non-Resident *(Any individual who resides outside the City limits)*	$245/4 hrs.	$145/4 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	$150	
Cabinets *(located on the upper level)*	$16.00/month	

CANCELLATION: If a cancellation is made at least two (2) weeks prior to the scheduled event a full refund will be issued, less a $45 processing fee; no refunds given within two (2) weeks. 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	$40.00
Cordless Microphone *(lavaliere & handheld)*	$20.00
50" TV with VCR/DVD player	$20.00
Multi-attachment HDMI cable	$100.00 Deposit

(for use with TVs provided in all rooms except the Maple rm.)

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