

Truman Memorial Building Rental Rate Sheet

Fees	<i>Auditorium Special Events</i>	<i>Gymnasium Games</i>	<i>Gymnasium Practices</i>	<i>Small Meeting Rooms</i>	<i>Medium Meeting Rooms</i>	<i>Large Meeting Rooms</i>	<i>Stage</i>	<i>Kitchenette/ Extra Equipment/ Foyer</i>
	4 hour minimum <i>Additional fees apply for use of stage or foyer</i>	2 hour minimum Mon – Thurs only during regular business hours	2 hour minimum Mon – Thurs only during regular business hours	3 hour minimum King Hershey Presidential Halls A or B	3 hour minimum Presidential Halls A & B or C	3 hour minimum Presidential Hall	Requires rental of auditorium	Requires other facility rental
Security Deposit	\$150	\$150	\$150	\$125	\$125	\$150	\$150	K-\$25/E-\$50/Foyer-\$125
Alcohol Deposit	\$100 – See application for all details and additional charges. Meeting with Facility Supervisor required prior to completing request for alcohol.							
Rental Fee – Non-Profit	\$150, 1 st - 4 hrs. \$50 each additional hour	\$75, 1 st -2hrs. \$37 each additional hour	\$20 per hour	\$45, 1 st - 3 hrs. \$15 each additional hour	\$60, 1 st - 3 hrs. \$20 each additional hour	\$150, 1 st - 3 hrs. \$75 each additional hour	\$100, 1 st - 4 hrs. \$20 each additional hour	\$5 per hour Foyer - \$45, 1 st – 3 hrs. \$15 each additional hour
Rental Fee – Profit	\$300, 1 st - 4 hrs. \$75 each additional hour	\$150, 1 st -2hrs. \$75 each additional hour	\$20 per hour	\$60, 1 st - 3 hrs. \$20 each additional hour	\$90, 1 st - 3 hrs. \$30 each additional hour	\$225, 1 st - 3 hrs. \$100 each additional hour	\$200, 1 st - 4 hrs. \$30 each additional hour	\$5 per hour Foyer - \$60, 1 st – 3 hrs. \$20 each additional hour
Capacity Numbers will vary depending on set up	400 chairs only 325 banquet seating			King Hershey – 40 chairs only, 30 banquet Presidential A – 50 Presidential B – 50	Presidential Hall; A&B 100 chairs only, 80 banquet Presidential Hall C; 100 chairs only 80 banquet = 198 chairs total if renting all 3 Halls	Presidential Hall; 198 chairs only 160 banquet	100 chairs only	Foyer – 40
Hours of Operation and Extended Staffing Fees	Facility is available to reserve outside of regular hours of operation; Regular Hours: ➤ Monday – Thursday; 9 a.m. – 7 p.m. ➤ Friday: 9 a.m. – 3 p.m. ➤ Saturday: Closed ➤ Sunday: Closed Extended Hours @ \$24/hour staffing fee: Monday – Thursday: 8 a.m. – 9 a.m. and 7 – 10 p.m. Friday: 8 a.m. – 9 a.m. and 3 p.m. – 12 a.m. Saturday: 8 a.m. – 12 a.m. Sunday: No rentals on Sundays							
Event Set up/take down fees: If rental group is in charge of set up and take down, there are no additional charges. There is a set-up fee of \$200** if rental group would like staff to set up and take down their event. **The rental group is still responsible for the cleanup and disposal of trash in conjunction with their event.								