



Room Rentals *and* Event Space



Small Room
Size: 600 square feet
Capacity: Max of 50 people
 (30-40 with tables and chairs)

Residents:	\$40/hr	\$150 (5-hour block)
Non-Residents	\$50/hr	\$200 (5-hour block)
\$150 Refundable Security Deposit		



Medium Room
Size: 1300 square feet
Capacity: Max of 90 people
 (60-70 with tables and chairs)

Residents:	\$60/hr	\$250 (5-hour block)
Non-Residents	\$70/hr	\$325 (5-hour block)
\$150 Refundable Security Deposit		



Large Room
Size: 2000 square feet
Capacity: Max of 140 people
 (115-125 with tables and chairs)

Residents:	\$80/hr	\$350 (5-hour block)
Non-Residents	\$90/hr	\$450 (5-hour block)
\$150 Refundable Security Deposit		



Event Space
Size: 5600 square feet
Capacity: Max of 250 people

Residents:	\$500 (5 hour block)	\$100 each additional hour
Non-Residents	\$700 (5 hour block)	
\$250 Refundable Security Deposit		

Rental Policies *and* Procedures

Rental Hours

Monday-Friday	6:30am-9:00pm
Saturday	8:00am-9:00pm
Sunday	1:00pm-5:00pm

Clean Up

Rental fees do not include clean up. Renter must return tables & chairs to their original location; take down all decorations; remove and discard all food; clean up, and take out all trash.

Payment

When making a reservation, the refundable security deposit must be paid in order to secure the date. The balance of the rental fee is due two weeks prior to the rental date.

Cancellation Policy

If contract is canceled before 91 days of the scheduled event the full security deposit will be refunded. Cancellations between 61-90 days will incur a \$25 processing fee. Cancellations between 31-60 days will incur a \$100 processing fee. If the event is cancelled inside of 30 days prior to the event the security deposit will be forfeited.

Room Set-Up

The Ferguson Community Center will only set up the designated number of tables and chairs according to your choice of our pre-designed set-ups. You are welcome to move tables and chairs around once your rental begins, but they must be moved back to their original location at the end of your rental.

Reservation Process

To reserve any room or facility, please call or stop by the Ferguson Community Center (1050 Smith Ave) to verify the date and time availability for your rental. To proceed with the reservation, a **Rental Agreement Form** and **Rental Policies and Procedures** form must be completed and submitted with your security deposit to secure your rental.



Creating Community Through People, Parks & Programs.

Room & Event Space Rentals

Ferguson Parks & Recreation | 1050 Smith Ave. Ferguson, MO
(314) 521-4661 | www.fergusoncity.com