

# Room Rentals



## SMALL ROOM



**Size:** 600 square feet

**Capacity:** Max of 50 people  
(30-40 with tables & chairs)

Residents:	\$40/hr
Non-Residents	\$50/hr
<b>\$150 Refundable Security Deposit</b>	

**Optional Setups:**

(A-Banquet) 6 Round & 1 Rectangle Tables, 48 chairs

(B-Theatre) 50 Chairs, 2 Rectangle Tables

(C-Board Room) 8 Rectangle Table, 24 Chairs

## MEDIUM ROOM



**Size:** 1300 square feet

**Capacity:** Max of 90 people  
(60-80 with tables & chairs)

Residents:	\$60/hr
Non-Residents	\$70/hr
<b>\$150 Refundable Security Deposit</b>	

**Optional Setups:**

(A-Banquet) 10 Round & 2 Rectangle Tables, 80 chairs

(B-Theatre) 90 Chairs, 2 Rectangle Tables

## LARGE ROOM



**Size:** 2000 square feet

**Capacity:** Max of 140 people  
(100-120 with tables & chairs)

Residents:	\$80/hr
Non-Residents	\$90/hr
<b>\$150 Refundable Security Deposit</b>	

**Optional Setups:**

(A-Banquet) 14 Round & 3 Rectangle Tables, 112 chairs

(B-Theatre) 140 Chairs, 3 Rectangle Tables

## FERGUSON EVENT SPACE



**Size:** 5600 square feet | **Capacity:** Max of 250 people

Residents:	\$100/hr
Non-Residents	\$140/hr
<b>\$250 Refundable Security Deposit</b>	

**Custom Setup:**

33 Round Tables Maximum

12 Rectangle Tables Maximum

250 Chairs Maximum



# Rental FAQ's

## Available Rental Hours

**Saturdays:** 10:00am-9:00pm

**Sundays:** 12:30pm-5:30pm

### Rental Types

Room rentals are for the specific use of private, family/friend gatherings. Room Rentals are NOT for any type of public event. All public events will need to complete a Special Event Application.

### Room Tour Availability

If you would like to tour one of our rental rooms or spaces, please contact the Ferguson Community Center first to verify when the room is available to tour and to schedule a time to view the rooms.

### Rental Times

Your rental times MUST include any and all additional set-up and clean-up time. The time of your rental begins when you are first allowed access to the room and ends when the room is returned to the same condition it was at the start of the rental.

### Clean Up

Rental fees do not include clean up. Renter must return room to same condition it was found in; take down all decorations; remove and discard all food; and put all trash in proper receptacles.

### 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. The security deposit cannot be paid by a third party and must be paid by the person making the reservation and signing the contract.

### Cancellation Policy

If a cancellation occurs inside of 14 days prior to the event the security deposit will be forfeited. Cancellations between 15-30 days prior to the event will incur a \$25 processing fee.

### 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.

### 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. A Government Issued Photo ID is required.