



South Bellevue Community Center Rental Fees

Building Hours:

Monday – Thursday: 6am - 9pm
 Friday: 6am – 8pm
 Saturday: 8am – 5pm
 Sunday: 10am – 5pm

Rental Hours:

Monday – Thursday: 6am – 8:30pm
 Friday: 6am – 12am
 Saturday: 8am – 12am
 Sunday: 10am - 10pm

Notes:

- ✓ Rental times need to include set-up and take-down time.
- ✓ Three-hour minimum applies to all after-hour rentals.
- ✓ 30% off regular rate for non-profit groups with proof of 501(c)3 status

Rental Fees

<u>Room</u>	<u>Square Feet</u>	<u>Capacity</u>	<u>Hourly Rate</u>
Community Room A & B *	2,400	150	\$150
Community Room A or B	1,200	75	\$80
Classroom 1	450	28	\$45
Classroom 2	450	28	\$45
Gym A or B	6,500	200	\$65
Gym A & B	12,000	400	\$120
Kitchen	400	8	\$35
Studio	1,200	50	\$50
Climbing Wall (CRAG)	33 feet tall	Up to 12	\$90 (1 st hr)
Rock Wall Party** (includes one belay staff)		Up to 12	\$150

*Both Community Room A & B must be rented together between 5pm Friday and 10pm Sunday.

** Additional Belay Staff are available for Climbing Wall rentals and Rock Wall Parties for \$20/hr

Special Uses:

If you are hiring a company to provide a service for your event such as on-site catering, music, entertainment, games, and/or additional equipment a permit is required and must be approved in advance. Complete details can be found in the **Facility Rental Guidelines**.

Submit the [Indoor Facility Special Use Form](#) as soon as hired companies have been selected. Our office will work directly with them to meet requirements. Deadline to meet requirements is 21 days prior to event date.

Additional Charges

Cleaning Fee:

If additional cleaning is required after rental..... \$100/hr

Overtime Charges:

Billed at twice the hourly rental fee, including the facility staff fee, at 15-minute increment.

Rental Monitor:

Required for all after-hours rentals and anytime on Saturday & Sunday.....\$20/hr

Note: Additional staffing fees may be required for large groups, groups serving alcohol and other groups at the facilities discretion.

Linen Rentals:

Table linens \$4.00/ea

Napkins \$.50/ea

Note: We require 3 weeks' notice to secure linens.

Cancellation Fee:

Minimum \$35 up to 100% of rental fees. See Cancellation and Rescheduling Policy in the **Facility Rental Guidelines**.