

# WRC RENTAL FEES

WRC CONFERENCE ROOM (MONDAY-FRIDAY) 1-4 HRS	\$25.00
WRC CONFERENCE ROOM (MONDAY-FRIDAY) 5-8 HRS	\$50.00
WRC CONFERENCE ROOM DEPOSIT (REFUNDABLE)	\$25.00
WRC STUDIO A 1-4 HRS	\$50.00
WRC STUDIO 5-8 HRS	\$100.00
WRC STUDIO DEPOSIT (REFUNDABLE)	\$50.00
WRC COMMUNITY ROOM 1-4 HRS	\$20/HR
WRC COMMUNITY ROOM 5-8 HRS	\$100.00
WRC COMMUNITY ROOM DEPOSIT (REFUNDABLE)	\$50.00
WRC DOWNSTAIRS 1-4 HRS	\$75.00
WRC DOWNSTAIRS 5-8 HRS	\$200.00
WRC DOWNSTAIRS DEPOSIT (REFUNDABLE)	\$100.00
WRC ENTIRE BUILDING 1-4 HRS	\$125.00
WRC ENTIRE BUILDING 5-8 HRS	\$200.00
WRC ENTIRE BUILDING DEPOSIT (REFUNDABLE) (DOWNSTAIRS GAME ROOM, FRONT LOBBY, STUDIO A, & KITCHEN.)	\$100.00

## Rental Details

- The appropriate deposit must be paid before the requested date can be reserved. All remaining applicable fees must be paid, in full, at least **5 business days** before the rental date to avoid cancellation. Cancellations with less than **48 hours** notice will result in forfeiture of deposit.
- No glitter, confetti, or silly string allowed on the premises.
- **The WRC is an alcohol and drug free environment.** The applicant understands and guarantees that no alcoholic beverages or illegal substances shall be brought inside the WRC or on its premises.
- The WRC's music system may be operated by **WRC PERSONNEL ONLY, NO EXCEPTIONS.** All music must be provided by the applicant.
- **All tables and chairs must be neatly left as they were found, floors swept, trash taken out and put into dumpsters.**
- **Hourly usage**-includes any and all time required to set up, take down, and clean the facility. Partial hours will be rounded up to the next complete hour.

- **Additional Fee-Custodial Personnel**-If an event will require additional custodial or additional personnel, an additional fee of **\$20 per hour** will be charged. The necessity for additional personnel shall be determined by WRC Management, and shall be made known to the party renting the facility in a timely manner.

**\*\* Also, WRC Management reserves the right to assess additional fees and allocate adjustments whenever deemed applicable, legitimate, and necessary.**

\*updated 8/2017