



# Facilities Rental Application

The Science & Discovery Center is a non-profit organization and therefore operates on a limited budget. By renting our facility, we are able to put money back into the upkeep of the building. The cost for rentals are listed below. If you would like to request an in-kind donation as payment for the rental, a pre-authorized contract has to be in place and approved by the Operations Manager.

## Rental Rates

One hour rental rate: \$125.00 per hour \*One hour of set up for large events included.  
 Each additional hour \$50.00 per hour  
 Six month rental/annual rental: \$75.00 per meeting (recurring meetings only)  
 (with approved contract)

Special Event and Facility rental rates may vary depending on event. For information on these types of events, please contact the Science & Discovery Center. These rates apply to the rental of the exhibit hall and/or party room. If you are interested in renting more than the identified areas, please specify and rates will be adjusted to accommodate those requests.

Name of Group: \_\_\_\_\_  
 Contact Name(s): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone Number(s): \_\_\_\_\_  
 Email: \_\_\_\_\_

Number Attending: \_\_\_\_\_

Date(s) of Meeting/Event:	Date	Time
	_____	_____
	_____	_____
	_____	_____

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Specific Equipment/Furniture Requested: Table(s) \_\_\_\_\_ Chairs \_\_\_\_\_  
 Computer Display \_\_\_\_\_