



Rental Information

Facilities:	Usury Fee:	Hourly Fee:
<i>Reception Gallery</i>	\$250.00	\$70.00
<i>Theater</i>	\$250.00	\$70.00
<i>Conference Room</i>	\$100.00	\$25.00
<i>Outdoor Grounds Celebration</i> (After 5:00 PM an additional fee for supervisor)	\$100.00 donation	\$20.00

*Hourly Fee includes **all** times involved during event set up and clean up by renters.

Rentals:	Quantity:	Price:
<i>Chairs</i>	128	\$1.75 each
<i>Round 72" Tables</i>	16	\$8.00 each
<i>Rectangle Tables</i>	8	\$8.00 each
<i>Podium</i>	1	\$50.00
<i>Outdoor Sound System</i>		\$100 + \$35 per hour for Technician
<i>Reception Gallery Sound System</i>		\$100 + \$35 per hour for Technician
<i>Theater</i>		\$35 per hour for Technician

Reservation room fee must be paid before event can be scheduled on the calendar. The total fee must be paid at clean up.

Rental Guidelines

Reception Gallery Guidelines:

- No smoking inside the building.
- Alcohol is prohibited.
- All serving tables must be set up inside the art walkway.
- Use of tape or adhesive is prohibited to be used in room or on tables and chairs.
- All decorations need to be free standing.

Theater Guidelines:

- No smoking inside the building.
- Alcohol is prohibited.
- Food and Drinks are Prohibited.

Conference Room Guidelines:

- No smoking inside the building.
- Alcohol is prohibited.

Cleanup Guidelines:

Renters are responsible to set up and clean up with Cross Staff supervision. Remember, the Hourly Fee includes all times involved during the event set up and clean up by renters.

Please contact us at (806) 248-9006 if you have any questions about our facilities or are interested in renting.