

FiftyForward Martin Center Facility License Fees

Regular Operating Hours:

Monday through Friday 8:30 a.m. – 3:30 p.m.

Multi- Purpose Room:	Non-Profit/Government	Individual/Corporate	
During regular operating hours	\$ 100 / hour	\$ 150/ hour	4 hr. minimum
After regular operating hours	\$ 150 / hour	\$ 250/ hour	4 hr. minimum
Kitchen Usage Fee	\$ 200	\$ 200	

Damage Deposit: \$ 750.00

Building usage fees are calculated from the time the first person enters the facility to set up until the last person leaves the building after clean up. **All** rental items must be delivered and picked up within the reserved hours or damage deposit will be forfeited.

After hours usage requires a **minimum** reservation of **four** consecutive hours. In order to confirm a reservation, the **Damage Deposit** and **Reservation Deposit** must be submitted with the **License Agreement**.

All events including cleaning must conclude at midnight. Failure to vacate the building by midnight will result in double the hourly fee.

The **Reservation Deposit** is one-half of your estimated total cost. The second half of the Licensee fee must be paid within **30 days** prior to the event.

LICENSEE is responsible for any and all damage inside and outside the facility during the usage period.

Conference Room, Classrooms, Commons Area may be reserved depending on availability and charges will be quoted.

Damage Deposit will be returned within 45 days after the license date if the facility is left clean, in order, and all policies were followed. **Total** damage deposit will be forfeited if the building is not left clean and ready for the next event and all policies followed.

We appreciate your consideration of The Martin Center for your event.