



## ROOM RENTAL RATES & SPECIFICATIONS

City of Stillwater Community Center  
315 W 8th Ave, Stillwater, OK 74074

405.533.8433 | stillwater.org | communitycenter@stillwater.org

Room	Deposit	Size	Sq. Ft.	Capacity	Seating Style	Rates
Houston Theater (Room 120)	\$200			710	Fixed Seating With one dressing room Stage	\$350/5 hour minimum Additional Hours \$50 per hour Rehearsal Time \$35 per hour Light Technician \$25 per hour Sound Technician \$25 per hour Crew Labor - \$15 per hour/per person
Room 100	\$50	28x21	588	12	Conference Table	\$10 per hour Non profit may use this room at no charge twice a month for 4 hr max (M-F; 9am-5pm)
Room 102	\$50	21x15	315	12	Classroom	\$10 per hour
Room 108	\$100	26.9x20.7	551	24	Fixed Seating/Classroom	\$20 per hour
Room 110	\$50	20.8x19.7	405	24	Round Tables	\$15 per hour
Room 112	\$100	20.8x35.8	736	49	Round Tables	\$20 per hour
				37	Dance / recreation with sound system	\$15 per hour/2 hr min.
Room 114 Catering Room		10.5x20.5	215			\$50 per event
Lowry Activity Center (Room 115)		76x54	4104	250	Round Tables	<b>*refer to next page*</b>
Room 116	\$100	26.9x20.7	551	24	Round Tables	\$20 per hour
Rooms 121 with 70" TV	\$100	60x29	1740	80	Round Tables	\$30 per hour
Room 126 (North Stage)	\$100	33x30	990	50	Chairs Only	\$15 per hour
	\$100				Music Rehearsal	\$10 per hour (M-F: 9am - 9pm)
SCC Dining and Event Hall	\$100	39x60	2340	160	Round Tables	\$40 per hour
West Wing Lobby	\$100			25	Fixed seating	\$20 per hour
Lobby	\$100	20x114	2280	152	Multi-use	\$20 per hour
<b>Food Service Fee for groups that cater or bring in food.</b>					Clean Up Fee	\$20 per event
<b>Table Linens - 85"x85" (white)</b>		Available upon request two weeks in advance				\$5 per linen

## Lowry Activity Center Rental Rates

Room Use/Equipment	Deposit	Size	Rates	Alcohol (non-refundable cleanup fee)
Meetings/Seminars, Family Reunions, Class Reunions, Banquets/Receptions, Small Stage Production/Recitals	\$150	0 - 250	Tables / Chairs \$60 per hour/ 2 hr. min	\$100
		0 - 400	Chairs Only \$50 per hour/ 2 hr. min	
Dances, Concerts, Recitals (over 200), Commercial/Trade Shows	\$200		\$75 per hour	\$100
Recreational (no tables or chairs)	\$150		\$25 per hour	\$100
Catering Room			\$50 per event	
Lights			\$50 User Fee \$25 per hour (Tech)	
Sound Equipment		Permanent System with one microphone and one audio input. Additional sound requests subject to additional fees.	\$50 user fee	
LCD Projector			\$50 User Fee	
9' x 12' Screen			\$50 User Fee	

The Lowry Activity Center is available for recreational use Monday - Thursday free of charge from 10am - 3pm. Room usage will be on a first-come, first-serve basis with a two hour maximum. Users must sign in with CC staff. Staff reserves the right to cancel for paid events.

## Tech Services and Equipment Rental

<u>Technician Fees</u>	<u>Rate</u>		<u>Audio Visual Equipment</u>	<u>Rate</u>
Light Tech design, operation, teardown	\$25/hour			LCD Projector with cart (includes speakers upon request)
Sound Tech design, operation, teardown	\$25/hour		9x12 Screen (Lowry Activity Center only)	\$50
			VCR, DVD, 5' Floor Projector Screen	Each: \$15
<u>Piano Rental Fee</u>	<u>Rate</u>		Meeting Room Sound System, one microphone and one audio input	\$50
Kawai Upright Piano	\$50 per event		Podium available upon request	N/C
Kawai Concert Grand Piano	\$150 per event			
Roland Electric Piano	\$50 per event			