



South Bellevue Community Center Rental Fees

Building Hours: Rental Hours:

Monday – Thursday:	6am - 8pm	Monday – Thursday:	6am – 8:30pm
Friday:	6am – 7pm	Friday:	6am – 12am
Saturday:	8am – 12pm	Saturday:	8am – 12am
Sunday:	CLOSED	Sunday:	10am - 10pm

Notes:

- ✓ Rental times need to include set-up and take-down time.
- ✓ Three-hour minimum applies to all after-hour rentals.
- ✓ 30% off regular rate for non-profit groups with proof of 501(c)3 status

Rental Fees

<u>Room</u>	<u>Square Feet</u>	<u>Capacity</u>	<u>Hourly Rate</u>
Community Room A & B *	2,400	150	\$150
Community Room A or B	1,200	75	\$80
Classroom 1	450	28	\$45
Classroom 2	450	28	\$45
Gym A or B	6,500	200	\$65
Gym A & B	12,000	400	\$120
Kitchen	400	8	\$35
Studio	1,200	50	\$50
Climbing Wall (CRAG)	33 feet tall	Up to 12	\$90 (1 st hr)

*Both Community Room A & B must be rented together between 5pm Friday and 10pm Sunday.

Special Uses:

If you are hiring a company to provide a service for your event such as on-site catering, music, entertainment, games, and/or additional equipment a permit is required and must be approved in advance. Complete details can be found in the **Facility Rental Guidelines**.

Submit the [Indoor Facility Special Use Form](#) as soon as hired companies have been selected. Our office will work directly with them to meet requirements. Deadline to meet requirements is 21 days prior to event date.

Additional Charges

Cleaning Fee:

If additional cleaning is required after rental \$100/hr (plus overtime charges)

Overtime Charges:

Billed at twice the hourly rental fee, including the facility staff fee, at 15-minute increment.

Facility Staff:

Required for all after-hours rentals and anytime on Saturday & Sunday.....\$25/hr

Note: Additional staffing fees may be required for large groups, groups serving alcohol and other groups at the facilities discretion.

Linen Rentals:

Table linens..... \$4.00/ea
Napkins \$.50/ea

Note: We require 3 weeks' notice to secure linens.

Cancellation Fee:

Minimum \$35 up to 100% of rental fees. See Cancellation and Rescheduling Policy in the **Facility Rental Guidelines**.