



## FACILITY RENTAL RATES

Classrooms \* Multipurpose Room \* Kitchen \* Depot Park Freight Building

Equipment Rental Available \* Non-Peak Hours Classroom Discount

Classrooms	Standard Rate	Certified Nonprofit	Non-Peak Hours	Capacity
1, 4, 5, 7	\$26 per hour	\$18 per hour	\$13 per hour Monday – Thursday: 1:00 – 5:00 pm Friday: 1:00 – 9:00 pm	49
2	\$26 per hour	\$18 per hour	Same as above	15
Kitchen	\$26 per hour	\$18 per hour	Same as above	10

Depot Park Freight Bldg.	Standard Rate	Certified Nonprofit	Not Allowed	Capacity
\$200 Refundable Deposit	\$45 per hour \$225 (5+ hours day rate)	\$30 per hour \$150 (5+ hours day rate)	No Alcohol No DJ's or Bands	120

Multipurpose Room	Standard Rate	Certified Nonprofit	Not Allowed	Capacity
Two hour min. \$100 Refundable deposit Alcohol allowed with an additional \$200 deposit	\$55 per hour \$275 (5+ hours day rate)  with Kitchen: \$70 per hour \$350 (5+ hours day rate)	\$35 per hour \$175 (5+ hours day rate)  with Kitchen: \$45 per hour \$225 (5+hours day rate)	No DJ's or Bands  Please note: Acoustic music is allowed \$20 for sound (stand and mic)	120

Want to spread the word about your upcoming class or event?  
Marquee Rental only \$10 per week

Equipment available for a nominal fee:

Amplified Lectern	\$10	Stages (5 – 4x8) Offsite each	\$35
TV/DVD	\$10	Stages (5 – 4x8) each	\$20
Digital LCD Projector	\$10	55 Cup Coffee Pot	\$ 5
Conference Room Monitor (Room 1)	\$10	55 Cup Hot Water Pot	\$ 5
Gym Mats (Depot Park Freight Building)	\$20		

Equipment available at no charge:


Tables (5' and 6'), chairs, wooden podium, white board markers, white board (flip chart paper not included), curtains for mirrors, mats (6' x 12' tumbling), tap dance flooring squares, electric keyboard, piano (Room 3 only), and fire-safe candles.

Booking Guidelines

- ✓ All fees are due at the time of booking your reservation. We accept Visa and MasterCard, checks, cash and money orders (ID required). Please make checks payable to: City of Santa Cruz.
- ✓ Rental Interest Forms are available on our website at [www.nelsoncenter.com](http://www.nelsoncenter.com).
- ✓ Rental fees and deposits are refundable with a minimum of one week notice for classrooms and the Depot Park Freight Building.
- ✓ Cleaning and security deposits will be refunded after your event (please allow 4-6 weeks for check refunds).

Room Use Guidelines

- ✓ Building hours are 9 A.M. to 9:30 P.M. Monday through Saturday; we are closed on Sundays. Please design activities to be finished, rooms returned to order and walking out of the room at the scheduled time.
- ✓ Please take into account the time you will need to set up and clean up after your event. Include this when making your reservation.
- ✓ Patrons are responsible for setting up and breaking down chairs, tables and any equipment used in reserved room.
- ✓ Please note the following rules:
  - No smoking per City of Santa Cruz Municipal Code 6.04.010.
  - No amplified noise after 10:00 P.M. per City of Santa Cruz Municipal Code 9.36.010.
  - No bicycles, skateboards or roller skates in the building.
  - Use environmentally acceptable food packaging per City of Santa Cruz Municipal Code 6.48.010.
  - No open flames, candles or incense. Fire-safe candles are available at the front desk.
  - Close windows, turn off heat and lights and let staff know when leaving the room.

 All rental spaces are accessible.

Parking permits are required for activities held at the Loudon Nelson Community Center that are longer than two hours. Look for street parking with signs designated "LNCC Permit Valid" or use the off-street Public Parking Lot #26 (adjacent to SCPD at 155 Center Street) in the free 3-Hour Parking section only. These permits are available at no cost at the front desk for community center patrons.