



## FACILITY RENTAL RATES

### AUDITORIUM RENTAL RATES

Auditorium	Standard Rate	Certified Nonprofit	Capacity
Class or Rehearsal No deposit required	\$55 per hour \$275 (5+ hours day rate)	\$35 per hour \$175 (5+ hours day rate)	238 Seated 325 Standing
Auditorium Performance/Event	Standard Rate	Certified Nonprofit	Capacity
\$100 Deposit DJ and Bands allowed Alcohol permitted with additional \$200 deposit	\$100 per hour \$500 (5+ hours day rate)	\$66 per hour \$330 (5+ hours day rate)	238 Seated 325 Standing



Sound System	Lighting System
Lecture Sound: \$25 per day • \$45 per week	Lecture Lighting: \$25 per day • \$45 per week
Full Sound: \$50 per day • \$90 per week	Full Lighting: \$50 per day • \$90 per week

For further information on reserving the Auditorium for your special event, please contact:

**Jack Sprow, LNCC Auditorium Coordinator**

301 Center Street • Santa Cruz CA 95060 • Direct 831.420.6183 • [jspro@cityofsantacruz.com](mailto:jspro@cityofsantacruz.com)

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

Equipment available for a nominal fee:

Digital LCD Projector	\$10	55 Cup Coffee Pot	\$ 5
Amplified Lectern	\$10	55 Cup Hot Water Pot	\$ 5
TV/DVD	\$10		

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' by 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 month notice prior to your event.
- 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.