



301 Center Street ▪ Santa Cruz, CA 95060
 (831) 420-6177 ▪ FAX (831) 420-6457

Rental Rate Sheet

| ROOM/FACILITY | STANDARD RATE | | NONPROFIT RATE | |
|--|--|---|--|--|
| | RESIDENT | NONRESIDENT | RESIDENT | NONRESIDENT |
| Classrooms Maximum Capacity: Rooms 1, 4, 5, 7 49 people Room 2 15 people Kitchen (2 hour minimum) 10 people* | \$32.00 hourly | \$42.00 hourly | \$27.00 hourly | \$35.00 hourly |
| Special Off-Peak Rate (exclusions apply²) | | | | |
| \$13.00 hourly | | | | |
| Multipurpose Room (Room 3)¹ 2-hour minimum required Max Capacity: 127 seated | \$63.00 hourly \$316.00 daily | \$82.00 hourly \$411.00 daily | \$54.00 hourly \$269.00 daily | \$70.00 hourly \$349.00 daily |
| Multi and Kitchen¹ 2-hour minimum | \$80.00 per hour \$400.00 daily | \$104.00 hourly \$520.00 daily | \$68.00 hourly \$340.00 daily | \$88.00 hourly \$442.00 daily |

¹Refundable cleaning deposit of \$50 is required for events

²Off-Peak rates available Monday – Thursday between the hours of 1:00 pm and 5:00 pm; and on Fridays after 1:00 pm; rate excludes use of Kitchen and Room 2; additional permit fees apply.

All rental spaces are accessible.

Parking permits are required for activities held at the Louden 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.



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| AUDITORIUM & THEATRE | STANDARD RATE | | NONPROFIT RATE | |
|--|-----------------------------------|-----------------------------------|----------------------------------|-----------------------------------|
| | RESIDENT | NONRESIDENT | RESIDENT | NONRESIDENT |
| Class and/or Rehearsal | \$55.00 hourly \$275.00 daily | \$72.00 hourly \$358.00 daily | \$47.00 hourly \$234.00 daily | \$61.00 hourly \$304.00 daily |
| Presentation and/or Performance ³ | \$100.00 hourly \$500.00 daily | \$130.00 hourly \$650.00 daily | \$85.00 hourly \$425.00 daily | \$111.00 hourly \$553.00 daily |
| ³ Refundable deposit of \$100 is required 2-hour minimum Maximum capacity: 238 seated, 325 standing | | | | |

| Auditorium Equipment | | | |
|--|--|---|--|
| Sound System Lecture Sound \$25.00 daily use \$45.00 weekly use Full Sound ⁴ \$50.00 daily use \$90.00 weekly use | | Lighting System Lecture Lighting \$25.00 daily use \$45.00 weekly use Full Lighting ⁵ \$50.00 daily use \$90.00 weekly use | |
| ⁴ \$150 refundable security deposit required | | ⁵ \$50 refundable security deposit required | |
| Riser Seating System: \$30 weekly. Monday-Thursday use subject to approval by Auditorium Coordinator. Additional fees may apply. | | | |
| Stage Extensions (thrusts): \$10 each per run of show. | | | |



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EQUIPMENT AVAILABLE FOR RENT

| | | | |
|---------------------------|---------------|----------------------|----------------|
| Amp/Microphone | \$10.00 daily | Marquee: 3 lines | \$10.00 weekly |
| TV/DVD | \$10.00 daily | Flooring (RM 5 only) | \$5.00 daily |
| Slide Projector | \$10.00 daily | 55 Cup Coffee Pot | \$5.00 daily |
| LCD Projector | \$10.00 daily | 55 Hot Water Pot | \$5.00 daily |
| Overhead Projector | \$5.00 daily | Dance Room Sound | Free |
| CD/Tape Player (portable) | \$2.00 daily | Firesafe Candles | Free |

BOOKING GUIDELINES

- Rental fees are due at time of booking. Cash, Gift Cards, Checks, Money Orders, VISA or MasterCard are accepted with appropriate ID. Checks should be made payable to the City of Santa Cruz.
- Rental Interest Forms are available on our website at www.nelsoncenter.com or by fax or mail.

ROOM USE GUIDELINES

- Scheduled use of rooms must include set-up and clean-up time.
- Community Center patrons must set up and remove any chairs, tables and equipment used in rooms. Check with staff if you need special assistance.
- Please . . .
 - No smoking (by city ordinance).
 - No bicycles, skateboards or roller skates in the building.
 - Use environmentally acceptable food packaging (by city ordinance)
 - Recycling bins are located by the front door.

EQUIPMENT AVAILABLE: NO CHARGE:

Tables (5’ and 6’), Chairs, Podium, White board markers, Easels (white board, flip chart, paper not included), Curtains for mirrors, Mats (6’ and 12’ tumbling), Electric Keyboard, Piano (RM 3 only).

- Fees and deposits are refundable with a minimum of 1 week’s notice of cancellation for classrooms or 1 month’s notice for Auditorium rentals.
- Deposits are required for Auditorium bookings; Auditorium equipment rentals; Multi-Purpose Room and Kitchen events. These are cleaning/security deposits and will be refunded after the event if there are no problems.
 - No open flames, candles or incense. Safe candles are available for rental at the front desk.
 - Close windows, turn off heat and lights and let staff know when leaving the room.
- Building hours are 9 A.M. to 9:30 P.M. Monday through Saturday; we are closed on Sundays. With that in mind, please design activities to be finished, rooms returned to order and walking out of the room at the scheduled time.