



Multi-Purpose Facility Information Sheet

For any questions regarding rentals, please call 817-237-1211 x 100

Hours of Operation

7:00 a.m. – Midnight

Room Capacity

Room 1 – 60 people

Room 2 – 60 people

Room 3 – 47 people

Room Rental Combinations

1 Room	1 or 2
2 Rooms	1 and 2 or 2 and 3
3 Rooms	1, 2 and 3
2 Rooms with kitchen	2 and 3
3 Rooms with kitchen	1, 2 and 3

Rental Fees

Cash, Check, Money Orders, or Cashier's Check only

Description	Resident / Non Profit 501(c)(3)	Non Resident
	Per Hour	Per Hour
1 Room	\$25.00	\$35.00
2 Rooms	\$40.00	\$50.00
3 Rooms	\$55.00	\$65.00
2 Rooms w/Kitchen	\$60.00	\$70.00
3 Rooms w/ Kitchen	\$75.00	\$85.00

Two (2) Hour Minimum Rental

Rental times include set up and clean up time. Rental applicant must be 18 years of age or older.

Deposits

- \$100.00 for room usage only
- \$200.00 for room usage with use of kitchen

Deposit Refunds

Deposit refunds will be processed and mailed within three weeks of the rental or cancellation notice. Actual costs of cleaning and/or repair will be deducted from deposit amounts.

City Attendant and Security Fees

City Attendant

(Required on rentals after City business hours or on City holidays)

After Hours – \$15.00 Per Hour

City Holidays – \$25.00 Per Hour

Security

(Required on rentals of 100 more or people after City business hours or on City holidays)

\$35.00 per hour per officer (Lake Worth Police Officer)

Cancellation Policy

Friday – Sunday, and Holiday Rentals

<u># of days prior to rental date</u>	<u>Amount of Refund</u>
90 days or more	Full Refund of Fees Minus a \$25.00 Administration Fee
31 - 89 days	50% refund of Fees
30 day or less	No refund of Fees

Monday – Thursday Rentals

<u># of days prior to rental date</u>	<u>Amount of Refund</u>
10 days or more	Full Refund of Fees Minus a \$25.00 Administration Fee
6 - 9 days	50% refund of Fees
5 day or less	No refund of Fees

Included Amenities

- Wireless Internet
- Projection
- Podium
- 27 Tables (30" x 72")
- 100 Chairs
- Use Coffee Pot (Upon request and renter shall provide supplies)