



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. Costs of cleaning and/or repair will be deducted from deposit amount prior to refund.

City Attendant and Security Fees

City Attendant

(Required on rentals outside of City business hours or on City recognized holidays)

After Hours/Weekends – \$15.00 Per Hour

City Holidays – \$25.00 Per Hour

Security

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