

## **FACILITY HOURS OF OPERATION**

**Monday – Friday, 12PM-8PM**

### **:: FACILITY RENTAL FEES ::**

Groups may use JD Sims, the Gilbert House, and South Bend for meetings, workshops, staff training or retreats.

There is a four hour minimum to rent all facilities, excluding annual reservations.

#### **Meetings**

Tax Exempt Organizations \$25/hour

All Other Organizations \$50/hour

#### **Receptions / Parties / Weddings**

Tax Exempt Organizations \$300/day

All Other Organizations \$600/day

#### **Monthly Meetings**

(Annual Reservation Required)

Tax Exempt Organizations \$600/year

All Other Organizations \$1200/year

#### **Surcharge Rates**

For every 100 persons expected to attend an event, one facility staff member is required at \$25/hour

There is a \$100 refundable cleaning deposit for all events.