



# IVY COMMUNITY CENTER, INC.

4222 Fayetteville Road Durham, NC 27713  
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## FACILITY USE RENTAL RATES

<u>ROOM</u>	<u>CAPACITY</u>	<u>RENTAL RATES</u>
Multi-Purpose Room (full room)	100 maximum	\$945.00
Conference Room	12 maximum	\$485.00

***Note:** The rental rates listed above are applicable to use of the facility for a minimum rental period of one (1) hour with a maximum rental period of four (4) hours for use of the conference room and a maximum rental period of six (6) hours for the multi-purpose room. Use of the facility is limited to the renter for the period of time specified in the contract agreement and will include time used by the Renter for set-up, decorating, preparation, clean up, and the walk-through inspection at the conclusion of the event.*

*The rental rates above include the application processing fee, janitorial services, kitchen use and the security deposit. The \$35 application processing fee is non-refundable. The security deposit of \$250 is refundable subject to any damages or other fees assessed.*

*In the event that the Renter’s event goes beyond the maximum rental period, there will be an additional fee of \$80.00 per hour or fraction of an hour.*

Facility Use Rental Rates are subject to change at any time at the discretion of Ivy Community Center.

### ADDITIONAL FEES

Dance Floor	\$35.00 (if applicable)
Security Guard	\$35.00 per hour (separate fee required for all social/entertainment events) - Refer to ICC Office Management for details
Room Set Up	\$35.00 (separate fee, if requested) Refer to ICC Office Management for details

**METHODS OF PAYMENT** – The Ivy Community Center accepts the following methods of rental payments: organization/business check, certified (bank) check, cashier’s check, money order made payable to ICC, PayPal or credit/debit cards. **NO CASH OR PERSONAL CHECKS ACCEPTED.**

Please visit the website at [www.iccdurham.org](http://www.iccdurham.org) for rental rates, a copy of the Facility Use Policy and download the application to reserve space. Applications may be emailed to [ivycommunityctr@gmail.com](mailto:ivycommunityctr@gmail.com). Please mail correspondence to: Ivy Community Center, 4222 Fayetteville Road, Durham NC 27713.