



IVY COMMUNITY CENTER, INC.

4222 Fayetteville Road Durham, NC 27713
Phone: 919-484-2223 Fax: 919-405-2071
Email Address: ivycommunityctr@gmail.com

FACILITY USE RENTAL RATES

<u>ROOM</u>	<u>CAPACITY</u>	<u>RENTAL RATES</u>
Multi-Purpose Room (full room)	175	\$945.00
Conference Room	12	\$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 Facility Use 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 desires to rent the facility 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 the Ivy Community Center.

ADDITIONAL FEES

Dance Floor	\$35.00
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 (a separate fee, if applicable) 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.***

For reservations, a copy of the application, rental rates and the Facility Use Policy may be obtained by visiting the website at www.iccdurham.org. For inquiries, please call (919) 484-2223 or via email at ivycommunityctr@gmail.com. Please mail correspondence to: Ivy Community Center, 4222 Fayetteville Road, Durham NC 27713.