

# Rental Information Sheet

Rooms	Capacity	Rental Fees
<b>Multipurpose Room A&amp; B</b> <b>Dimensions: 57'-0"x44'-0"</b> 2,457 square feet w/o stage	<b>140 w/tables and chairs</b>  (200 w/chairs only)	<b>\$105 per hour (member rate)</b> <b>\$115 per hour (resident rate )</b> <b>\$125 per hour (non-resident rate)</b>
<b>Multipurpose Room A</b> 1,435 square feet	<b>95</b>	<b>\$90 per hour (member rate)</b> <b>\$100 per hour (resident rate )</b> <b>\$110 per hour (non-resident rate)</b>
<b>Multipurpose Room B</b> 1,022 square feet	<b>45</b>	<b>\$55 per hour (member rate)</b> <b>\$60 per hour (resident rate )</b> <b>\$65 per hour (non-resident rate)</b>
<b>Activity Room</b> <b>Dimensions: 24'-0"x24'-0"</b>	<b>24</b>	<b>\$55 per hour (member rate)</b> <b>\$60 per hour (resident rate )</b> <b>\$65 per hour (non-resident rate)</b>
<b>Arts &amp; Craft Room</b> <b>Dimensions: 18'-0"x24'-0"</b>	<b>15</b>	<b>\$55 per hour (member rate)</b> <b>\$60 per hour (resident rate )</b> <b>\$65 per hour (non-resident rate)</b>
<b>Kitchen</b>	<b>5</b>	<b>\$30 per hour (member rate)</b> <b>\$35 per hour (resident rate )</b> <b>\$40 per hour (non-resident rate)</b>

Note: A \$100 deposit is required when booking any room. A \$500 deposit plus additional fees are required when booking a rental with alcohol. In order to reserve a room, you must reserve a room with the deposit of \$100/\$500 and **rental fee**. Deposit is refunded within 30 days after rental if there is no damage at check-out. Two weeks advance notice to book a rental. **Renter is responsible for cleanup of rooms to include tables chairs and removal of personal items. The Renter is responsible for the upkeep of the facility during the rental. After hour custodial service is provided by The City of Coppell to complete detail cleaning.**

**After Hour Rental Hours:**

Monday - No rentals  
 Tuesday, Wednesday & Thursday: 7pm to 9:30pm  
 Friday: 6pm to 12am  
 Saturday: 12pm to 12am  
 Sunday: 1pm to 8:00pm  
**(No rentals Mon-Friday 9am to 6pm)**

**Tables:**

12- 60 inch round (seats 6)  
 12-48 inch round (seats 4)  
 11-6ft rectangle (seats 4)

**Chairs:**

102-plastic  
 48-w/arms (cushioned)

**Rentals with Alcohol:**

- Deposit of \$500
- TABC Licensed Vendor to Serve Alcohol
- Insurance w/City of Coppell as additional insured
- Coppell Police Officers present

Multipurpose Room is equipped with projector, screen, podium and microphone system which is not an extra charge to the rental. **Personal laptop will be required by renter to use the projector system, please include time to test system before rental.**