

CITY OF
stillwater
Community Center

315 W 8th Street, Stillwater, OK 74074
405-533-8433/ tickets.stillwater.org

Room Rental Rates and Specifications

Room	Size	Sq. Ft.	Capacity	Seating Style	Deposit	Resident Rates	Non-Resident Rates
Houston Theater (Room 120)			710	Fixed Seating	\$200	Includes two dressing rooms, basic lighting setup, and two wired microphones.*	
						\$350/5 hour minimum Additional Hours \$50 per hour Rehearsal Time \$35 per hour Crew Labor - \$15.00 per hour/per person	\$525/5 hour minimum Additional Hours \$75 Rehearsal Time \$52.50 Crew Labor - \$22.50
Room 100	28x21	588	39	Conference Table	\$50	\$10 per hour Non profit - N/C 4 hour maximum (M-F; 9-5)	\$15 per hour
Room 102	21x15	315	21	Conference Table	\$50	\$10 per hour	\$15 per hour
Room 104	22x17	374	25	Classroom Style	\$50	\$10 per hour	\$15 per hour
Room 110	20.8x19.7	405	27	Classroom Style	\$50	\$15 per hour \$10 per hour if rented with Room 112	22.5 per hour \$15 per hour
Room 112	20.8x35.8	736	49 37	with setup Dance / recreation Sound equipment	\$100	\$20 per hour \$15 per hour/2 hr min.	\$30 per hour \$22.50 per hour/2 hr. min.
Lowry Activity Center (Room 115)	76x54	4104	250 - tables 400 - chairs 821 - open	Any		*refer to next page* *Capacity can vary depending upon room configuration.	
West Wing Lobby			25	Fixed seating	\$100	\$20 per hour	\$30 per hour
Catering Room (Room 114)	10.5x20.5	215			\$100	\$50 per event	\$75 per hour
Room 108	26.9x20.7	551	37	Classroom Style	\$100	\$20 per hour	\$30 per hour
Room 116							
Rooms 121	60x29	1740	116	Any	\$100	\$25 per hour	\$37.50 per hour
Room 126 (North Stage)	33x30	990	66	Any	\$100	\$15 per hour Music rehearsal - \$10 per hour (M-F Only)	\$20 per hour \$15 per hour
Dining Room	39x60	2340	160	Cafeteria Style	\$100	\$25 per hour	\$37.50 per hour
Dining Room w/ Full Kitchen						\$80 per hour plus \$9 kitchen supervisor	\$120 per hour
Lobby	20x114	2280	152	Any	\$100	\$20 per hour	\$30 per hour
Clean up fee						Charge for groups that cater or bring in meals to meeting rooms.	
						\$20 per event	\$30 per event

*Holidays - Rental fee will be 1.5 times the basic rental fee.

Lowry Activity Center Rental Rates

Room Use/Equipment	Deposit	Size	Resident Rates	Non-Resident Rates	With low-point beer (non-refundable cleanup fee)
Meetings/Seminars, Family Reunions, Class Reunions, Banquets/Receptions	\$150	Chairs Only			\$100
		0-100	\$30 per hour	\$45 per hour	
		100-200	\$40 per hour	\$60 per hour	
		200-300	\$50 per hour	\$75 per hour	
		300-400	\$60 per hour	\$90 per hour	
Tables/Chairs					
		0-125	\$50 per hour	\$75 per hour	
		125-250	\$60 per hour	\$90 per hour	
Small Stage Production/Recitals	\$150	0-100	\$50 per hour	\$75 per hour	\$100
		100-200	\$60 per hour	\$90 per hour	
Dances, Concerts, Large Stage Productions/Recitals (over 200)	\$200	\$75 per hour		\$112.50 per hour	\$100
Commercial/Trade Shows	\$200	\$75 per hour		\$112.50 per hour	\$100
Recreational (no tables or chairs)	\$150	\$25 per hour		\$37.50 per hour	\$100
Catering Room		\$50 per event		\$75 per event	
Lights		\$50 user fee *Tech \$25 per hour		\$75 user fee *Tech \$37.50 per hour	
Sound Equipment		Permanent System with two wired microphones. Additional sound requests subject to additional fees.*			
		\$50 user fee *Tech \$25 per hour		\$75 user fee *Tech \$37.50 per hour	

The Lowry Activity Center is available for recreational use Monday - Thursday free of charge from 10am - 3pm. Room usage will be on a first-come, first-serve basis with a two hour maximum. Users must sign in with CC staff. Staff reserves the right to cancel for paid events.

Tech Services and Equipment Rental

<u>Technician Fees</u>	Resident	Non-resident		Resident	Non-resident
Light Tech design, operation, teardown	\$25/hour	\$37.50/hour	Beverage Cart (tea, coffee, soda)	\$1.25/person	\$1.88/person
Sound Tech design, operation, teardown	\$25/hour	\$37.50/hour	Easels	\$2 each	\$3 each
<u>Piano Rental Fee</u>			Podium, TV, VCR, DVD, Overhead Projector, Projector Screen	\$15 each	\$22.50 each
Kawai Upright Piano	\$50 per event	\$75 per event	LCD projector w/cart, 9x12 screen with or w/o dress up kit	\$50 each	\$75 each
Kawai Concert Grand Piano	\$150 per event	\$225 per event	Table Linens - 85"x85" white	\$5 each	\$7.50 each
Roland Electric Piano	\$50 per event	\$75 per event	Tables - 18"x60"/30"x48"/30"x60"/60" Round (seats 6)/72" Round (seats 8)		

*Wireless System Additional Charges: \$10/(mic, headset, lapel, instrument mic or drum kit)