



DCC RENTAL INFORMATION

User Responsibilities

- ❖ The user is responsible for setting up and tearing down their event within their rental time frame.
- ❖ Collecting garbage, cleaning tables & sweeping are required at the event's conclusion. The tables and chairs must be returned to the original arrangement.
- ❖ Tacks, nails, tape or adhesives of any kind will not be permitted on walls, floors, ceilings, doors or furnishings.
- ❖ The building is closed by Midnight.
- ❖ Regular user groups will have room set ups/tear downs as previously agreed upon.
- ❖ The Center is a smoke free environment.
- ❖ Alcoholic beverages will not be sold on DCC property.
- ❖ No event at which the majority of the participants will be under the age of 21 may include alcoholic beverages.

RENTAL FEE TABLE		
COMMUNITY ROOM	\$150 FOR ROOM A OR B	\$300 FOR BOTH ROOMS
KITCHEN FEES	\$30 PER HOUR	\$75 FLAT FEE WITH ROOM RENTAL
CATERER'S FEE	10% OF THE TOTAL BILL (EXCLUDING TAX, SERVICE & GRATUITY) CATERERS MUST BE PRE-APPROVED. THIS FEE TAKES THE PLACE OF THE KITCHEN FEES	
DEPOSIT	\$100 DEPOSIT REQUIRED WITH ALL RENTALS	

- Deposit must be received to secure your reservation. Deposits will be returned upon return of keys and completion of a satisfactory inspection by a staff member. If damages are incurred, they will be deducted from the deposit and there will be a delay in returning any remaining balance from the deposit.
- DCC activities take priority for use of the facility.