

Room Rental Information - Capacities, Resources, and Fees

Here is a list of available rooms and their features:

- Tables and chairs are provided at no charge up to the number we have available in each room.
- We have 1 portable PA System, 2 LCD Projectors with Carts, 1 portable projection screen and 2 TV/VCR/DVD units available.
- Rooms are rented in full hour increments. Pricing below is given in full hour, half day, and full day increments. We separate bookings by 30 minutes to give our Custodian time to clean and re-arrange the room for the next event.
- Single use rates are shown first, multi/recurring rates are shown next, e.g., \$30/25 means \$30 per hour will be charged for single use, and \$25 per hour will be a recurring rate (weekly, monthly.)
- **Remember, you will need to reserve enough time in the space for your set-up and clean-up time.**

Spaces Available for Rent

Prices effective July 1, 2018

FLR	ROOM	SIZE	CAPACITY	RESOURCES	RATE/HR	½ DAY	FULL DAY
GROUND FLOOR	Room 150	15' x 20'	20	Wall mounted LCD TV	\$25/20	\$75/60	\$150/125
	Room 152	15' x 20'	20	Wall mounted LCD TV	\$25/20	\$75/60	\$150/125
	Room 154	15' x 20'	20	Wall mounted LCD TV	\$25/20	\$75/60	\$150/125
	Room 155	12' x 32'	25	Projection Screen	\$30/25	\$90/75	\$180/150
	Room 208	22' x 28'	52 - 96	LCD projector, & Scr	\$40/35	\$120/95	\$240/200
	Room 212	25' x 35'	75	LCD projector, & Scr	\$40/35	\$120/95	\$240/200
	Room 501 – (Choir)	25' x 40'	65	Piano, tiered risers	\$30/25	\$90/75	\$180/150
1 st FLOOR	Office Conf Room	12' x 20'	15 - 20	LCD TV, White Board	\$25/20	\$75/60	\$150/125
	Founders 401	20' x 25'	55	Projection Screen	\$35/30	\$105/85	\$210/175
	Library	15' x 20'	15	---	\$25/20	\$75/60	\$150/125
	Fellowship Hall ⁽¹⁾	30' x 80'	150 - 323	2 Wall mounted TVs	\$85/80	\$215/200	\$410/385
	Zimmerman Hall ⁽¹⁾	25' x 55'	144 - 280	Large, raised stage + rear projection screen	\$75/70	\$210/195	\$350/335
	Sanctuary ⁽²⁾	---	580	2 large screens projection system*	\$175/150	\$485/400	\$950/775

NOTE ⁽¹⁾ A security deposit of \$100 may be applied for groups using Fellowship Hall or Zimmerman Hall.

NOTE ⁽²⁾ **Prior approval is required from the Director of Property and Records and a member of the Woods Pastoral Staff for use of the Sanctuary.** A security deposit of \$250 may be applied for groups using the Sanctuary. *See *Terms of Building Use* for other possible fees.