

Room	Room Dimensions	Square Foot	Seating capacity (approximate)			Room Rental Rates		
			Theatre	Lecture	Banquet	Up to 3 hrs	3 – 5 hrs	FULL day
Walsh	60' x 33'	1980	200	96-108	160-180	\$110 weekdays only	\$165	\$275
Lincoln/Douglas	50' x 30'	1500	140	72-84	100-120	\$90 weekdays only	\$130	\$210
Stephenson	36' x 24'	864	80	36-48	64-72	\$70	\$100	\$140
Blackhawk	40' x 21'	840	80	36-48	64-72	\$70	\$100	\$140
Pearson	17' x 19'	323	25	14	N/A	\$35	\$50	\$65

Weekend Rentals for Walsh & Lincoln Douglas rooms are no longer available for an "Up to 3hr" rate

- **Cleaning fee of \$100 due in addition to above room rental rates**
- **Security deposit must be paid at time of booking.**
- Stephenson County Farm Bureau members receive a 5% discount.
- Recurring rentals for extended periods may be discounted per manager's discretion.
- SCFB will charge a **\$200 security/cleaning deposit** (cash or credit card) for rentals (unless waived by management).
- **Room rental fee must be paid and key picked up by 12 noon** on the last business day prior to the event unless other arrangements are made.
- Refund is dependent on post-rental condition of room and return of key within 48 hours unless otherwise arranged.
- **Any unauthorized use of other rooms in the building may result in forfeiture of some or all of renter's deposit.**
- Management reserves the right to charge a higher deposit per its discretion.
- Repeat rentals may leave initial deposit on account for the duration of the rental period.
- Rentals requiring set-up the day before the event may be charged an additional fee according to the amount of time the room is used.
- Renters are expected to read and understand the terms of the rental contract which they will be required to sign

#### Equipment availability and associated fees

Proxima Projector	\$10
TV / DVD	\$10
Overhead projector	\$ 5
Podium	N/C
Flip chart w/ easel	N/C

#### Miscellaneous

- Outside catering is permitted by caterers who are properly licensed and permitted by their local County Health Department.
- A full kitchen with two refrigerators, microwave and stove is located adjacent to the Stephenson Room. A smaller kitchen with a refrigerator and microwave is located adjacent to the Walsh Room.
- Smoking is only permitted outside the building a minimum of 5 ft. from entrances. **ALCOHOL AND ILLEGAL DRUGS ARE STRICTLY PROHIBITED!**
- The building is handicap-accessible with a handicap restroom.
- All meeting rooms have wireless Internet access.
- Unless waived by management, a signed contract and precise layout or description of room set-up is required one week in advance of scheduled events. If not provided, renters may be on their own to set up room as needed.
- No event shall start later than 8:00 p.m. or end later than 11:00 p.m. (including clean-up).
- Any consideration for special rates is solely at the discretion of the Farm Bureau manager.
- SCFB reserves the right to decline rental of facilities to any group or individual.