

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	\$125 weekdays only	\$175	\$300
Lincoln/Douglas	50' x 30'	1500	140	72-84	100-120	\$100 weekdays only	\$140	\$235
Stephenson	36' x 24'	864	80	36-48	64-72	\$70 weekdays only	\$100	\$140
Blackhawk	40' x 21'	840	80	36-48	64-72	\$70 weekdays only	\$100	\$140
Pearson	17' x 19'	323	25	14	N/A	\$35 weekdays only	\$50	\$65

- An additional hour may be purchased at \$25/per hour. Only one additional hour maybe purchased above and beyond the time of rental section.
- 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 \$25 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

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 15 ft. from entrances. **ALCOHOL AND ILLEGAL DRUGS ARE STRICTLY PROHIBITED.** Failure to follow these guidelines may result in forfeiture of renter's deposit.
- 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 10:00 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.