

# Stevens Center Facility Rental

**Call (919) 776-4048 to make a reservation and contract. Weekend availability is indicated on the calendar.**

**Schedule your party or event for up to 300 people at the Stevens Center. Tables and Chairs, and setup and teardown are included in the rental costs.**

25% down, remainder due 30 days before the event

No alcohol permitted on premises and no tobacco use inside of building

\*Non-profit organizations must provide proof of 501 (c)(3) status.

Stevens Center has parking space for 65 vehicles and access to overflow parking at Stepping Stones Children's Center, located next door.

	non-profit organizations	Others
<b>Training Room Rates</b> (per 4 hours of consecutive use during normal business hours)		
Conference Room (1 oval table, 8 chairs)	\$20	Call for rates
Class Room (25 people)	\$20	Call for rates
Resource Room/Computer Lab (9 work stations)	\$50	N/A
<b>Multi-Purpose Room/Gymnasium &amp; Kitchen Rates</b> <span style="float: right;">minimum weekend rental \$300</span>		
<b>Full Day Package with Kitchen</b> (includes Multi-Purpose Room for 10 hours, kitchen, sound system with 2 microphones, stage, stage lighting, tables and chairs plus table and chair setup and teardown)	\$550	\$700
<b>Full Day Package without Kitchen</b> (includes Multi-Purpose Room for 10 hours, sound system with 2 microphones, stage, stage lighting, tables and chairs plus table and chair setup and teardown)	\$500	\$600
<b>Half Day Package with Kitchen</b> (includes Multi-Purpose Room for 4 hours, kitchen, sound system with 2 microphones, stage, stage lighting, tables and chairs plus table and chair setup and teardown)	\$325	\$400
<b>Half Day Package without Kitchen</b> (includes Multi-Purpose Room for 4 hours, sound system with 2 microphones, stage, stage lighting, tables and chairs plus table and chair setup and teardown)	\$300	\$300
Multi-Purpose Room/Gymnasium (banquet seating or regulation basketball/volleyball court with bleacher seating, for up to 300 guests)	\$55/hr.	\$80/hr.
Event decorating time, or use of Gymnasium for sports without setup	\$30/hr.	\$40/hr.
Kitchen (commercial sink, refrigerator, microwave, 4-burner stove, ice maker)	\$80	\$100

