



## Facility Rental Fee Structure

The Dwayne Peaslee Technical Center is available for rent Monday - Friday between 8:00 am - 5:00 pm. There will be a **\$25 set-up fee** added to each room rental. To rent the facility outside of the regular hours an additional fee of \$25 per hour will be charged for a Peaslee staff person to be on site. For additional Facility Rental information please contact Marvin Hunt, Executive Director, [mhunt@peasleetech.org](mailto:mhunt@peasleetech.org), or Carolyn Chinn Lewis, Administrative Assistant, [cchinnlewis@peasleetech.org](mailto:cchinnlewis@peasleetech.org) - 785-856-1801.

**ALL RENTALS REQUIRE A CERTIFICATE OF INSURANCE.**

A **down payment of 50% is required** to confirm reservation with the balance due at the time of the event. A **cancellation fee equaling 50% of the rental fee** will be charged for cancellations received within 5 days or less of the scheduled facility rental.

Classroom A	Classroom B	Classroom C
Fee: \$50 half day / \$100 full day	Fee: \$50 half day / \$100 full day	Fee: \$50 half day / \$100 full day
<ul style="list-style-type: none"> <li>• Capacity 34</li> </ul>	<ul style="list-style-type: none"> <li>• Capacity 16</li> </ul>	<ul style="list-style-type: none"> <li>• Capacity 28</li> </ul>
<ul style="list-style-type: none"> <li>• Ceiling mounted projector w/ white board</li> </ul>	<ul style="list-style-type: none"> <li>• Overhead</li> <li>• Projection Screen</li> </ul>	<ul style="list-style-type: none"> <li>• Ceiling mounted projector w/ white board</li> </ul>
<ul style="list-style-type: none"> <li>• Front of classroom computer</li> </ul>	<ul style="list-style-type: none"> <li>• Front of classroom computer</li> </ul>	<ul style="list-style-type: none"> <li>• Front of classroom computer</li> </ul>
<ul style="list-style-type: none"> <li>• 6' rolling rectangle tables w/ stackable chairs</li> </ul>	<ul style="list-style-type: none"> <li>• 16 computer stations w/ stackable chairs</li> </ul>	<ul style="list-style-type: none"> <li>• 5' rolling rectangle tables w/ stackable chairs</li> </ul>

Construction Shop	Manufacturing Shop
Fee: \$150 half day / \$300 full day	Fee: \$150 half day / \$300 full day
<ul style="list-style-type: none"> <li>• Capacity 89</li> </ul>	<ul style="list-style-type: none"> <li>• Capacity 71</li> </ul>

Break/Hospitality Area	Facility
Fee: \$25 half day / \$50 full day	Fee: \$400 half day / \$750 full day
<ul style="list-style-type: none"> <li>• Capacity 52</li> </ul>	<ul style="list-style-type: none"> <li>• Capacity 452</li> </ul>
<ul style="list-style-type: none"> <li>• 4' square tables (5 ea.) w/ chairs</li> <li>• 3' round high top tables (2 ea.) w/ chairs</li> </ul>	Includes: Classroom A, Classroom B, Classroom C, Construction Shop, Manufacturing Shop, and Break/Hospitality Area

**Additional resources:** • Lectern (2) • Projector • Projection Screen • Lavalier microphone