



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 Carolyn Chinn Lewis, Office Manager, 785-856-1801 or cchinnlewis@peasleetech.org

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 B	Classroom D	Classroom E
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"> • Capacity 30 	<ul style="list-style-type: none"> • Capacity 16 	<ul style="list-style-type: none"> • Capacity 24
<ul style="list-style-type: none"> • Ceiling mounted projector w/ white board 	<ul style="list-style-type: none"> • Overhead • Projection Screen 	<ul style="list-style-type: none"> • Ceiling mounted projector w/ white board
<ul style="list-style-type: none"> • Front of classroom computer 	<ul style="list-style-type: none"> • Front of classroom computer 	<ul style="list-style-type: none"> • Front of classroom computer
<ul style="list-style-type: none"> • 6' rolling rectangle tables w/ stackable chairs 	<ul style="list-style-type: none"> • 16 computer stations w/ stackable chairs 	<ul style="list-style-type: none"> • 5' rolling rectangle tables w/ stackable chairs

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

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

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