

**WESTCHESTER SENIOR CITIZEN CENTER**  
**Revised June 2019**

**FACILITY USE FEES**

50% to be deposited into the Department of Recreation and Parks General Fund Account.  
50% to be deposited into the MRP Fund Account.

**Reservations require an advance deposit of 50% of the total fees.**

	<u>BASIC RATE</u>		<u>INCOME GENERATING RATE</u>	
	First 4 hours	Each additional hour	First 4 hours	Each additional hour
<b>BUILDING</b>	<b>\$500</b>	<b>\$100</b>	<b>\$1000</b>	<b>\$200</b>
<b>KITCHEN</b>	<b>\$75</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>LOUNGE</b>	<b>\$75</b>	<b>-</b>	<b>-</b>	<b>-</b>

**MAINTENANCE DEPOSIT**

A \$500 deposit is required. 20% is a non-refundable maintenance fee. 80% of the deposit (\$400) will be refunded **given that there are no damages.**

**STAFF FEES - \$30 PER HOUR**

At the discretion of the Region Superintendent, some events or activities may require additional maintenance, security, traffic control and/or event monitoring staff, due to size, location, scope of activities, or other factors. Part-time staff fees are established in the GENERAL INFORMATION section. Full-time staff fees will be charged at the current overtime rate.

**CANCELLATION FEE**

More than 2 weeks prior to the event - 50% refund of fees  
Less than 2 weeks prior to the event - NO REFUND

**ADDITIONAL CHARGES AND INFORMATION**

PUBLIC ADDRESS SYSTEM SET UP FEE - \$75.00

ALCOHOL IS NOT PERMITTED ON THE PREMISES