

## Basic Usage Fees by Location

Location	Price per hour for Non-Profit	Price per hour for Individuals
Meeting Room	\$10	\$15
Great Hall	\$20	\$30
Dining Hall	\$15	\$20
Kitchen	\$30	\$30
Entire Building	\$100	\$200

The Sanctuary exists to creatively connect people with resources, experiences, ideas, and each other. Everyone who enters this historic building shares in a collaborative art piece that inspires and facilitates creative work, artful living, environmental stewardship, community health and well being. By renting any part of the space for your event, you are participating in furthering these goals.

### Things to know:

- Insurance coverage is a flat rate of \$50, unless supplied by the renter
- There is a \$350 deposit for all rentals (*Returned in full providing the Sanctuary has been left clean and undamaged*)
- Day rates are available for events lasting 8 hours or more.
- Rentals must be confirmed with a signed rental agreement & deposit no later than 2 weeks before the event date.
- There is a 3 hour minimum (unless otherwise agreed).
- A point person from the Sanctuary's staff will be available by phone, email, or appointment to process event details and help renters prepare for the event.
- An onsite host will meet renters on the day of the event to provide an orientation to the space, answer questions, ensure safety, and maintain that agreements are being met. If further assistance is required, Sanctuary staff are available to assist at your event for \$20/hour.
- Upon arrival, a document will be provided to renters that contains information about preparing the space and cleaning up.
- The Sanctuary strives towards Zero Waste by providing upstairs and downstairs water stations, reusable dishes, cups, jars, utensils, and a washing station upon request.
- The Sanctuary does not process the garbage from rentals, so renters are required to "Pack It In, Pack It Out." Paper bags, garbage bags, and receptacles may be provided upon request.
- The Sanctuary will distribute any promotional materials provided by the renter via the Sanctuary's monthly newsletter, Facebook page, website, and 3 posters placed around the building.
- All amplified sounds must end by 10 pm.
- A [Daily License Application](#) from the ABC is required to sell alcohol.