

# 2022 Rental Rates and Guidelines

## General Rental Policies

- I-House’s rental hours are 8:30 am – 11 pm; your reservation must include time for you to set up and decorate before your event, and to clean up after your event.
- Additional \$25/hour charge for weekday rentals after 5 pm\*.
- Masks that cover the nose and mouth are strongly encouraged in I-House restrooms, walkways, and common spaces.
- Rental includes use of tables and chairs as available.
- Renters are responsible for cleaning up all decorations and taking all left-over food and supplies that they brought.

## Community Room and Mrak Terrace (2-hour minimum)

\$100/hour M - F until 5 pm \$125/hour Sun \$150/hour Fri after 5 pm* + Sat <b>4-hour minimum on Fri evening, weekends</b>	1,400 ft <sup>2</sup> indoors (35' x 40') 1,125 ft <sup>2</sup> outdoors (44' x 18') Includes use of sink, indoor screen, mounted projector, speakers, one wired mic
---	--

\* Rental of the Community Room after 5pm Friday has a different hourly rate rather than the evening surcharge

## Hagan Room and Ryerson Patio (2-hour minimum)

\$60/hour M – F \$90/hour Sat + Sun <b>4-hour minimum on weekends</b>	306 ft <sup>2</sup> indoors (17' x 18') 726 ft <sup>2</sup> outdoors (36' x 22') Includes use of indoor screen, mounted projector
---	---

## Full Facility Rental (4-hour minimum)

\$200/hour Monday - Friday \$250/hour Sunday \$275/hour Friday after 5pm, Saturday • \$50/hour additional after 5 pm M-Th	Includes Community Room, Mrak Terrace, Hagan Room, Ryerson Patio, Kitchen, and Lounge
--	---

## Required Charges

- \$100 Cleaning Fee
- \$65 Set Up/Take Down
- \$150 Security Deposit – refundable after your event

## Suggested Indoor Capacity

Community Room	Standing only, no chairs: 150 Seated audience: 100 Seated at round tables: 64
Hagan Room	Seated at one large table: 12 Seated classroom style, 2 per table: 10

## Add-Ons Available

- Tablecloths - \$10 each
- Kitchen - \$25/hour (allows light cooking, re-heating, chilling drinks, etc. during event)
- Lounge - \$50/hour (882 ft<sup>2</sup>)
- Videoconferencing Equipment - \$50
- Additional Set Up - \$30 (mid-event change in set up, e.g. lecture-style to dinner seating)

## Holiday Rental Rate

In order to adequately compensate our employees for working on holidays, I-House charges a Holiday Rental Rate or Premier Holiday Rental Rate for certain holidays. Holiday rates apply on:

Holiday Rental Rate (1.5 times the regular rental rate)		Premier Holiday Rental Rate (double the regular rental rate)	
Martin Luther King, Jr. Day	Juneteenth	Thanksgiving Day	New Year's Eve
Presidents' Day	Independence Day	Christmas Eve	New Year's Day
Memorial Day	Labor Day	Christmas Day	
	Thanksgiving Friday		

## All-Day and Multi-Day Rentals

An all-day rental reserves the facility for you from 8:30 am until 11 pm.

With a multi-day rental, you are renting the facility at the all-day rate for 2 or more days in a row. This is considered one rental, so there is one Cleaning Fee and one Set Up/Take Down charge, plus an additional \$30 charge for each change of set up. With a multi-day rental, you can leave things at I-House overnight (materials for a meeting, food in the refrigerator, etc.).

	Monday – Friday	Weekends
Community Room & Mrak Terrace	\$900	\$1,350: Saturdays Only
Hagan Room & Ryerson Patio	\$540	\$810
Kitchen Add-On	\$225	\$225
Lounge Add-On	\$225	\$225: Saturdays Only
Full Facility Rental	\$1,800	\$2,475: Saturdays Only

## Covid-19 Precautions

I-House follows all state and local guidance regarding health and safety practices.

- All rooms have appropriately sized air purifiers with HEPA filters.
- Tables and other high-touch surfaces will be sanitized between rentals.
- Masks that cover the nose and mouth are required for all event attendees, organizers, vendors, and any other participants any time they are outside of the rented room(s). That includes going to and from the restroom or walking through the building.
- Renters will be expected to comply with any public guidance relevant to their event (e.g. masks, testing, vaccination) that is in force at the time of their event.