



**BUILDING RENTAL FEES  
SAM COX BUILDING  
GREAT ROOM & ANNEX**

**TROUTDALE RESIDENT & LOCAL PUBLIC SERVICE / NON-PROFIT\***

<b>2-Hr. Meeting</b> (Must be within one four hour block)			<b>4-Hour Increments:</b> 9:00 a.m. to 1:00 p.m. 1:30 p.m. to 5:30 p.m. 6:00 p.m. to 10 p.m.		<b>Full Day</b> 9:00 a.m. - 10:00 p.m.	
Great Room	Rent \$100	Deposit \$75	Rent \$225	Deposit \$200	Rent \$600	Deposit \$400
Annex	\$75	\$50	\$150	\$200	\$400	\$200
<b>NON RESIDENT</b>						
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Great Room	Rent \$200	Deposit \$150	Rent \$300	Deposit \$200	Rent \$800	Deposit \$600
Annex	\$125	\$100	\$225	\$200	\$600	\$400

- All Fees and Deposits are due and payable at the time of the Reservation, including a \$20 application fee.
- If the Annex is reserved in conjunction with an event held in the Great Room, the full rental fee for the Annex will be charged in addition to that of the Great Room.
- There will be one half-hour between rentals.
- Notice of cancellation must be given no later than 60 days before the date of the event in order to receive a full refund (minus the \$20 Application fee) if the cancellation notice is given later than 60 days before the event, no refund will be given (even if the facility is originally booked less than 60 days prior to the event itself).
- All NSF checks will incur a \$25 fee. The check amount plus the \$25 fee must be paid with cash or money order.