



Stillwater County Facility Rentals - Fee Schedule

Approved by Stillwater County Commissioners

The sliding benefit scale provides the formula for establishing the fee schedule for the use of the Stillwater County Fairgrounds / Civic Center. Rates are lower for those uses and activities that have a broad community benefit. Rates are higher for activities that are directed toward individual benefit or commercial activities.

SC non-resident	These rates apply to all individuals and business located outside of Stillwater County		
SC resident and business	These rates apply to all Stillwater County residents and businesses.		
SC community non-profit	These rates apply to non-profit groups, 501(c)(3) status for civic purposes.		

Step 1: Identify the rate category which apply to the party submitting the application.

Step 2: Enter the appropriate rate for each facility, service, or equipment. ****The special use fee is charged for events over 300 persons and includes janitorial service during event hours.**

Step 3: Enter the number of units requested for each item identified in Step 2.

Step 4: Enter the deposit required for each item identified in Step 2.

Step 5: Write separate checks payable to Stillwater County for total fees and deposit required and return with completed application forms. Events will be booked only when all forms and payments are received.

Cancellation Policy - All scheduled events cancelled less than 30 days from the event forfeit deposit.

Area	Facility, Service, or Equipment	Rate - based on sliding benefit scale			Rate	Per Unit	Number of Units	Total Fees	Cleaning, Damage, Key deposit	Deposit Required
		SC Non-resident	SC Resident & Business	SC Comm. Non-profit						
Facility Rental	Civic Center Entire Fairgrounds (exclusive use all facilities) 20 acres	\$1,000	\$750	\$500		Day		\$0	\$500	
Facility Rental	Civic Center (exclusive use of all indoor facilities)	\$600	\$450	\$300		Day		\$0	\$300	
Facility Rental	Civic Center Covered outdoor space (restroom access)	\$400	\$300	\$200		Day		\$0	\$200	
Facility Rental	Pavilion building - 150 people maximum	\$160	\$160	\$160		Day		\$0	\$160	
ADDITIONAL FEES										
Services	**Special use fee - events over 300 people	\$350	\$263	\$175		Day		\$0		
Services	Civic Center Kitchen w/ refrigeration and range	\$150	\$113	\$75		Day		\$0		
Services	Additional setup day - Civic Center	\$250	\$188	\$125		Day		\$0		
Services	Additional tear down day -Civic Center	\$250	\$188	\$125		Day		\$0		
Services	Additional setup day - Pavilion	\$50	\$50	\$50		Day		\$0		
Services	Additional tear down day - Pavilion	\$50	\$50	\$50		Day		\$0		
Services	Vendor booth rental 10x10 (inside Civic Center)	\$100	\$75	\$50		Day		\$0		
Services	Portable bleachers (seating for 100)	\$50	\$50	\$50		Day		\$0		
Services	Stage - Platform type (12'x24'max)	\$75	\$75	\$75		Day		\$0		
Services	Sound System	\$50	\$50	\$50		Day		\$0		
Services	Chairs - Folding plastic (250 available)	\$1	\$1	\$1		Qty. x # of days		\$0		
Services	Tables - 6' round (42 available)	\$8	\$5	\$3		Qty. x # of days		\$0		
Services	Tables - 6' rectangle tables (20 available)	\$8	\$5	\$3		Qty. x # of days		\$0		
Services	Bulk Rate - Use of all tables and chairs	\$400	\$400	\$400		Day		\$0		
Services	Employee labor	\$50	\$38	\$25		Hour		\$0		
Services	Employee labor with equipment	\$100	\$75	\$50		Hour		\$0		
ATTENTION: Separate checks are required. One (1) check for fees and one (1) check for deposit. Make checks payable to Stillwater County							Total Fees:	\$0	Total Deposit:	\$0