



City of Stillwater Community Center
 315 W. 8th Street, Stillwater, OK 74074
 405-533-8433 / www.stillwater.org / communitycenter@stillwater.org
Room Rental Rates and Specifications

Room	Deposit	Size	Sq. Ft.	Capacity	Seating Style	Rates
Houston Theater (Room 120)	\$200			195 25 30	Fixed Seating With one dressing room Stage	\$175/5 hour minimum Additional Hours \$35 per hour Rehearsal Time \$35 per hour Light Technician \$25 per hour Sound Technician \$25 per hour Crew Labor - \$15 per hour/per person
Room 100	\$50	28x21	588	6	Conference Table	\$10 per hour Non profit may use this room at no charge twice a month for 4 hr max (M-F; 9am-5pm)
Room 102		21x15	315		Conference Table	currently not available
Room 108	\$50	26.9x20.7	551	8	Fixed Seating/Classroom	\$10 per hour
Room 110	\$50	20.8x19.7	405	12	Round Tables	\$10 per hour
Room 112	\$50	20.8x35.8	736	16 9	Round Tables Dance / recreation with sound system	\$15 per hour \$15 per hour/2 hr min.
Room 114 Catering Room	\$50	10.5x20.5	215			\$25 per event, no ice maker
Lowry Activity Center (Room 115)		76x54	4104	72	Round Tables	*refer to next page*
Room 116	\$50	26.9x20.7	551	16	Round Tables	\$10 per hour
Rooms 121 with 70" TV	\$50	60x29	1740	32	Round Tables	\$25 per hour
Room 126 (North Stage)	\$50	33x30	990	25	Chairs Only	\$15 per hour
	\$50				Music Rehearsal	\$10 per hour (M-F: 9am - 9pm)
SCC Dining and Event Hall	\$50	39x60	2340	36	Round Tables	\$30 per hour
West Wing Lobby					Fixed seating	currently not available
Lobby		20x114	2280		Multi-use	currently not available
Food Service Fee for groups that cater or bring in food.					Clean Up Fee	\$20 per event
Table Linens - 85"x85" (white)			Available upon request two weeks in advance			\$5 per linen

Lowry Activity Center Rental Rates

Room Use/Equipment	Deposit	Size	Rates	Alcohol (non-refundable cleanup fee)
Meetings/Seminars, Family Reunions, Class Reunions, Banquets/Receptions, Small Stage Production/Recitals	\$150	0-72	Round Tables	\$100
			\$40 per hour/ 2 hr. min	
Dances, Concerts, Large Stage Productions/Recitals (over 200)				
Commercial/Trade Shows				
Recreational (no tables or chairs)	\$150			\$100
Catering Room				
Lights				
Sound Equipment		Permanent System with one microphone and one audio input. Additional sound requests subject to additional fees.	\$50 user fee	

The Lowry Activity Center is available for recreational use Monday - Thursday free of charge from 10am - 3pm. Room usage will be on a first-come, first-serve basis with a two hour maximum. Users must sign in with CC staff. Staff reserves the right to cancel for paid events.

Tech Services and Equipment Rental

Technician Fees	Rate		Audio Visual Equipment	Rate
Light Tech design, operation, teardown	\$25/hour		LCD Projector with cart (includes speakers upon request)	\$50
Sound Tech design, operation, teardown	\$25/hour		9x12 Screen (Theater and Lowry Activity Center only)	\$50
			VCR, DVD, 5' Floor Projector Screen	Each: \$15

Piano Rental Fee

Kawai Upright Piano	\$50 per event		Meeting Room Sound System, one microphone and one audio input	\$50
Kawai Concert Grand Piano	\$150 per event		Podium available upon request	N/C
Roland Electric Piano	\$50 per event		Accent Lighting LED Uplights	\$50