

# City of Norwich

Rose City Senior Center, 8 Mahan Drive, Norwich, CT 06360

## FEES & CHARGES Schedule B

ROOM RENTAL CHARGES		
Room	Group A (City Affiliated)	Group B* (Norwich Non Profit)
Dining Room	No Fee	\$90/hr. (Hours 1-4) \$60/hr. (Additional Hours)
Program Room 1 & 2	No Fee	\$58/hr. (Hours 1-4) \$35/hr. (Additional Hours)
Kitchen	No Fee	\$75 (Flat Fee)

A two hour minimum is required for Dining Room & Program Room 1 & 2.

\*Norwich Non Profit users will be charged two custodial hours for use in Dining Room & Program Room 1 & 2.

### GROUP A, B DESCRIPTION

**Group A:** Non-profit groups connected to or associated with the City of Norwich that benefit City residents exclusively. Applications must be in the form of an Internal Building User and submitted by a City Department.

**Group B:** 501©(3) Non-profit groups whose primary purpose is to benefit the Norwich community.

### ROOM RENTAL DEPOSIT

25% of the Full Rental Charge for the Dining Room or Program Room 1 & 2 is due with Signed Contract.

Balance is due 30 calendar days prior to the event date.

**A signed contract and deposit (amount indicated above) are required in order for a date to be secured.**

### SECURITY DEPOSITS

ROOMS	DEPOSIT
Dining Room	\$250
Program Room 1 & 2	\$250

Any cleaning beyond 2 hours will be deducted from the Security Deposit.

### ADDITIONAL CHARGES

**Staffing:** Additional staffing required as per town policy shall be charged at a rate equivalent to the town wage and associated payroll costs. As applicable, new rates will be published each July 1st.

**Equipment:** Some equipment is available for use/rental at an additional fee. (All equipment rentals are based upon availability)

Personnel:	Fee:
Custodian 2 hour minimum	\$44.00 per hour week day/\$52.00 per hour weekend
Equipment:	Fee:
Lectern/Podium	No Charge
Microphone with Sound System for Speech Making	No Charge