

DR. CALVIN O. BUTTS III EDUCATIONAL AND CULTURAL CENTER

Event Space Rental Rate Sheet — 20% Overtime Rate

Event Space	Minimum Hours	Rate Tier	Min. Period (Peak)	Min. Period (Off-Peak)	Add'l Hour (Peak)	Add'l Hour (Off-Peak)	Room Hold Deposit (Peak)	Room Hold Deposit (Off-Peak)	Security Deposit (Peak)	Security Deposit (Off-Peak)
Thomas Hall Square ft. = 4000 Room Capacity: Assembly Lecture Hall = 225 Table & Chair Set-Up = 189	5	Standard	\$6,000	\$3,000	\$1,440	\$720	\$1,500	\$750	\$1,500	\$750
		Non-Profit (40% off)	\$3,600	\$1,800	\$864	\$432	\$900	\$450	\$900	\$450
		Corporate (20% off)	\$4,800	\$2,400	\$1,152	\$576	\$1,200	\$600	\$1,200	\$600
		Member (50% off)	\$3,000	\$1,500	\$720	\$360	\$750	\$375	\$750	\$375
Spring Hall (Entire Floor) - Square ft. = 2500 Room Capacity: Assembly Lecture Hall = 177 Table & Chair Set-Up = 125	5	Standard	\$4,000	\$2,500	\$960	\$600	\$1,000	\$625	\$1,000	\$625
		Non-Profit (40% off)	\$2,400	\$1,500	\$576	\$360	\$600	\$375	\$600	\$375
		Corporate (20% off)	\$3,200	\$2,000	\$768	\$480	\$800	\$500	\$800	\$500
		Member (50% off)	\$2,000	\$1,250	\$480	\$300	\$500	\$313	\$500	\$313
Workshop Rooms (NW/NE/SW/SE) & The Studio – Square ft. = 252 Room Capacity = 25	3	Standard	\$350	\$150	\$140	\$60	\$88	\$38	\$88	\$38
		Non-Profit (40% off)	\$210	\$90	\$84	\$36	\$53	\$36	\$53	\$36
		Corporate (20% off)	\$280	\$120	\$112	\$48	\$70	\$30	\$70	\$30
		Member (50% off)	\$175	\$75	\$70	\$30	\$44	\$19	\$44	\$19
The Studio - Monthly Lease (\$70/Sq. ft at 800 Sq. ft)		Standard		\$4,500					\$1125	\$1125
		Non-Profit (40% off)		\$2,700					\$625	\$625
		Corporate (20% off)		\$3,600					\$900	\$900
		Member (50% off)		\$2,250					\$563	\$563

PEAK VS. OFF PEAK - MONTHLY GUIDE	
January - March	OFF PEAK
April - June	PEAK
July - August	OFF PEAK
September - December	PEAK

PEAK VS. OFF PEAK - DAY PART GUIDE	
Monday - all day	OFF PEAK
Tuesday - all day	OFF PEAK
Wednesday - all day	OFF PEAK
Thursday - 8am-5pm	OFF PEAK
Friday 8am-5pm	OFF PEAK
Sunday - 8am-5pm	OFF PEAK
Thursday - 5pm-10pm	PEAK
Friday 5pm-12am	PEAK
Saturday - all day	PEAK
Sunday - 5pm-10pm	PEAK

Additional Time

Thomas Hall and Spring Hall have a **5-hour** rental minimum; Workshop Rooms and The Studio have a **3-hour** rental minimum. Overage beyond the minimum is billed at the "Additional Hour (Add'l)" rate shown above — calculated as the applicable hourly rate plus a 20% premium — prorated in 15-minute increments. **Requests for extra time must be submitted in advance and are subject to availability.**

Deposits

- **Room Hold Deposit:** 25% of total rental fee (shown above), due at signing to reserve your date (applied toward your balance).
- **Security Deposit:** 25% of total rental fee (shown above), due 2 weeks prior to the event, held separately and refundable within 14 days after the event, less any damage, excess cleaning, or rule violations.

Peak vs. Off-Peak

Peak/off-peak schedule and eligibility for Non-Profit, Corporate, or Member pricing are confirmed with your Sales Manager at time of booking.

**Room Hold and Security Deposit amount shown reflects 25% of the Peak rate for each tier; actual deposit is 25% of your confirmed rental fee. Rates effective as of August 2026 and subject to change. Excludes tax, administrative fee, and service fee. Studio Monthly Lease priced separately.*