



EVENT CENTER RENTAL RATES

Reservations May Be Made Up to One Year in Advance

CARNEGIE BUILDING | 200 W. 9th St.

Room	Rate	Capacity	Amenities
Entire Facility	\$100/hr.	150 seated/200 Standing	Refrigerator/Sink/ AV and Projector
East/West Gallery	N/A	32 Seated/49 Standing	

UNION PACIFIC DEPOT | 402 N. 2nd St.

Room	Rate	Capacity	Amenities
Entire Facility	\$90/hr.	70 seated/110 standing	Refrigerator, Sink, AV
Theater Room	N/A	32 seated/49 standing	

* Reservations may be made up to one year in advance

ADDITIONAL INFORMATION

- \$250 Refundable deposit required.
- 3 hours minimum required on reservations.
- Temporary Alcohol **Permit** requires a \$25 non-refundable fee.
- Non-profit rate not available for Event Centers.
- *Events* Centers will be rented out as Entire Facilities.



Event Center Facilities Reservations & Rental Policies

1. Facility space may be reserved up to one year prior to rental date.
2. **All facility rentals must be processed in person through staff at any PRC facility.** Individuals who live outside Douglas County may request to process the rental over the phone through PRC staff.
3. All facility rental fees must be paid at the time of reservation unless a Payment Agreement has been arranged.
4. All event center fees are fully refundable if the reservation is canceled within ten (10) business days from the date the reservation was made. If the cancellation occurs after this 10-day period, the deposit will be forfeited.
5. All reservations must vacate the event facility by 11:30 p.m., including all cleanup and load-out activities.
6. Reservations will be charged time-and-a-half (based on rental rate) for staying past the designated reservation time.
7. Access to the facility is limited to the hours of your scheduled reservation. Arriving early or staying late is not permitted. If additional time is needed, it must be reserved and paid for in advance.
8. A Special Use Permit is required for reservations that are open to the public, involve admission fees, include the consumption of alcohol, or that necessitate special accommodations.
9. Rentals at the Carnegie Building and the Union Pacific Depot that involve the consumption of alcohol must apply for and purchase Temporary Alcohol **Permit**. A copy of this authorization must be clearly displayed at the rental facility during the reservation.
10. A Certificate of Insurance may be required for reservations that are open to the public, including the public consumption of alcohol, or as deemed necessary by the City of Lawrence.



RECREATION CENTER RENTAL RATES

Reservations May Not Be Made More Than 90 Days Out!

COMMUNITY BUILDING | 115 W. 11th St. | 785-832-7920

Room	Rate	Non-Profit Rate	Capacity	Amenities
Community Room 1	\$55/hr.	\$44/hr.	100 seated/150 standing	Full Kitchen
Community Room 2	\$45/hr.	\$36/hr.	50 seated/75 standing	
Art Room	\$45/hr.	\$36/hr.	N/A	Sink, Fridge
Dance Studio	\$45/hr.	\$36/hr.	N/A	Mirrors Ballet Bars
Gym – Full Court	\$50/hr.	\$40/hr.		

EAST LAWRENCE REC CENTER | 1245 E. 15th St. | 785-832-7950

Room	Rate	Non-Profit Rate	Capacity	Amenities
Meeting Room	\$55/hr.	\$44/hr.	53 seated/70 standing	Full Kitchen
Gym – Full Court	\$50/hr.	\$40/hr.		
Gym – Half Court	\$30/hr.	\$24/hr.		

HOLCOM PARK REC CENTER | 2700 W. 27th St. | 785-832-7940

Room	Rate	Non-Profit Rate	Capacity	Amenities
Bly Room	\$55/hr.	\$44/hr.	75 seated/80 standing	Sink, Fridge
Gym – Full Court	\$50/hr.	\$40/hr.		
Gym – Half Court	\$30/hr.	\$26/hr.		
Racquetball Court	\$7			

INDOOR/OUTDOOR AQUATIC CENTER | 4706 Overland Dr. | 785-832-7946

Room	Rate	Non-Profit Rate	Time	Amenities
Tom Wilkerson (IAC)	\$45/hr.	\$36/hr.	Reservations = 45 min.	Counter Space
Bob Lockwood (OAC)	\$45/hr.	\$36/hr.	Reservations = 45 min.	Counter Space

SPORTS PAVILION LAWRENCE | 100 Rock Chalk Way | 785-331-7355



Room	Rate	Non-Profit Rate
Half Gymnasium	\$40/hr.	\$32/hr.
Half Gymnasium – Tournament/Event Rate	\$32/hr.	N/A
Full Gymnasium	\$65/hr.	\$52/hr.
Full Gymnasium – Tournament/Event Rate	\$52/hr.	N/A
Turf Field (small)	\$60/hr.	\$48/hr.
Turf Field (full)	\$150/hr.	\$120/hr.
Victory Room	\$45/hr.	\$36/hr.
Champions Room	\$45/hr.	\$36/hr.
Legacy Room	\$60/hr.	\$48/hr.
Tennis Court	\$10/hr.	\$8/hr.

PRAIRIE PARK NATURE CENTER | 2730 Harper St. | 785-832-7980

Room	Rate	Non-Profit Rate	Amenities
PPNC Classroom	\$40/hr.	\$32/hr.	

ADDITIONAL INFORMATION

- \$150 Optional set up fee.
- 2 hour minimum required on all non-gymnasium rentals.
- Non-profit groups must present 501c3 information to a full-time employee prior to reservation to receive the non-profit rate.
- Alcohol is not permitted in any Recreation Centers.
- Internal City and County Department reservations will be scheduled at no charge.

Recreation Center Facilities Reservations & Rental Policies



1. Facility space may be reserved no more than 90 days prior to the rental date unless a contractual agreement exists.
2. Recreation facility reservations may be made in person or over the phone.
3. All facility rental fees must be paid at the time of reservation, unless a Facility Payment Agreement has been prearranged.
4. Reservations must include time for setting up and take down and will be calculated in the associated rental fees.
5. Access to the facility is limited to the hours of the scheduled reservation. Arriving early or staying late is not permitted. If additional time is needed, it must be reserved and paid for in advance.
6. Alcohol is not permitted.
7. A Special Use Permit is required for reservations that are open to the public, involve admission fees, or that necessitate special accommodations.
8. A Certificate of Insurance may be required for reservations that involve sporting events, are open to the public, or as deemed necessary by the City of Lawrence.
9. Reservations are non-refundable.