



Jeanne Dini Center Facility Use Application

Date of Application _____

Name of Applicant/Organization: _____

Circle One: STANDARD COMMUNITY USE SCHOOL USE

EVENT DATE(s): _____

Description: _____

Number of Guests: _____

Begin Time (include set-up): _____ End Time (include clean-up): _____

Contact Person: _____

Telephone: _____ Email: _____

Address: _____

Facility Area(s) Requested: _____

Catering Provided By: YTA Cafe' Outside Vendor(s) Applicant

*For Cafe' Use, Cafe' Manager will meet with you for Menu & Fee

AV/Tech Services Provided By: YTA Staff Applicant

YTA AV/TECH Name & Contact: _____

Additional Assistance Provided By: YTA Staff Applicant

Rental Fee for area(s) requested \$ _____

Refundable Security Deposit \$ 500

YTA Cafe' Catering Fee* \$ _____

Kitchen Use \$ 100

YTA Tech Staff @\$30/ hour \$ _____

YTA Additional Staff @\$14/ hour each

Including set-up/clean-up \$ _____

Additional Fee(s) [Linens, etc.] \$ _____

TOTAL FACILITY RENTAL FEES \$ _____

Balance Due 1 week prior to Event:

\$ _____

Our Facility

The Jeanne Dini Center has facilities to accommodate groups from 10 – 200 people and is fully furnished to meet a variety of needs. The lobby, theater, gallery, classroom, and outdoor spaces are available at daily rates. The grounds and first floor of the YTA Center is wheelchair accessible with ADA restroom facilities. The Center is an air-conditioned, non-smoking facility, perfect for all seasons. **Capacity** for indoor events is 140; outdoor 200. Refer to Floor Plan in the Facility Rental Information Packet.

Catering

The Center has a newly renovated industrial kitchen and Cafe' you are welcome to use or bring your own caterer. Please confirm your vendors and a general timeline for your event, also provide appropriate permits or food handlers cards. A fee of \$100 will be applied for Kitchen Use. The Center can also provide catering at an additional fee for your convenience. If using the YTA Cafe' Catering services, a meeting with the Cafe' Coordinator is required to confirm both the menu and cost.

Standard Rental Fee Schedule:

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <input type="checkbox"/> Green Room
Seating Capacity – 15
21' X 28' | \$75 / day |
| <input type="checkbox"/> Lobby & Cafe Dining
Seating Capacity- 20
Standing – 35 | \$85/ day |
| <input type="checkbox"/> Upstairs North Classroom
Seating Capacity 40
23' X 29' | \$95 / day |
| <input type="checkbox"/> Glemstedt Garden and Plaza
Seating Capacity 200
**Includes lobby and lobby galley | \$150 / day |
| <input type="checkbox"/> Ginny Baker Theatre Only
Stage: 34' 3" wide X 23' 5" deep
Seating Capacity– 136 fixed Theater Seating
4 Wheelchair Accessible | \$300 / day |
| <input type="checkbox"/> Entire Facility
Includes Glemstedt Garden & Plaza Seating Capacity - 200 | \$500 / day |

All rental areas include access to restroom facilities

*Non-Profit and Multi-day rates are negotiable