

**Community Services Fees: Building Rentals Summary
Exhibit E**

Building Rentals		San Juan Capistrano Residents & Non-Profits	San Juan Capistrano Businesses	Non-San Juan Capistrano Residents, Businesses, & Non-Profits	Non-San Juan Capistrano Businesses: Revenue-Generating Activity
Facility (Two hour minimum)	Maximum Occupancy	Hourly	Hourly	Hourly	Hourly
Lacouague Room #2 Nutrition Room	85	\$30.01	\$54.83	\$77.59	\$156.23
Lacouague Kitchen** (per day/per event)		\$34.14	\$34.14	\$34.14	\$67.25
Nydegger Building	Banquet: 105 Theatre: 150	\$37.24	\$60.00	\$84.84	\$168.64
Nydegger Kitchen+ (per day/per event)		\$34.14	\$34.14	\$34.14	\$67.25
La Sala Auditorium	Theatre: 130	\$67.25	\$102.42	\$137.60	\$276.24
La Sala Courtyard	300	\$67.25	\$102.42	\$137.60	\$276.24
La Sala Auditorium and Courtyard		\$121.05	\$191.40	\$263.82	\$528.67
La Sala Kitchen++ (per day/per event)		\$34.14	\$34.14	\$34.14	\$67.25
La Sala Foyer	15	\$24.83	\$36.21	\$48.63	\$96.21
Alcohol Permit (per day/per event)		\$56.90	\$56.90	\$56.90	\$56.90

** Must be in conjunction with rental of Lacouague Room 2

+ Must be in conjunction with rental of Nydegger Building

++ Must be in conjunction with rental of La Sala Auditorium and/or Courtyard

Additional Fees:									
<p>Cancellation Policy-All cancellations will be based on a percentage of deposit: 25% of deposit is forfeited if cancelled prior to 90 days of event 50% of deposit is forfeited if cancelled within 90-31 days of event 100% of deposit is forfeited if cancelled within 30 days of event Cancellation fees due to inclement weather will be waived for outdoor facility rentals</p>									
<p align="center">REFUNDABLE CLEANING AND COMPLIANCE DEPOSIT:</p> <table border="0"> <tr> <td align="center"><u>Meetings</u></td> <td align="center"><u>Parties</u></td> <td align="center"><u>Other Rentals</u></td> </tr> <tr> <td>Up to 100 attendees: \$100</td> <td>Up to 100 attendees: \$300</td> <td>Amount of cleaning and compliance</td> </tr> <tr> <td>Over 100 attendees: \$300</td> <td>Over 100 attendees: \$400</td> <td>deposit will be based on type of activity</td> </tr> </table> <p align="center">Rentals with alcohol, add an additional \$200 to deposit</p>	<u>Meetings</u>	<u>Parties</u>	<u>Other Rentals</u>	Up to 100 attendees: \$100	Up to 100 attendees: \$300	Amount of cleaning and compliance	Over 100 attendees: \$300	Over 100 attendees: \$400	deposit will be based on type of activity
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Up to 100 attendees: \$100	Up to 100 attendees: \$300	Amount of cleaning and compliance							
Over 100 attendees: \$300	Over 100 attendees: \$400	deposit will be based on type of activity							
<p>The cleaning and compliance deposit is refundable, based on the cleanliness of the site after the event, an assessment of damage/repairs to the site associated with the rental, combined with level of compliance with City regulations by renters and guests.</p>									
<p>Deposits made by check will be deposited with the rental payment prior to the date of the rental. After the rental, the amount of the deposit to be refunded will be made via City check. The refund process will take two to four weeks. Deposits made by cash or credit card will be processed within two weeks.</p>									
<p>Rental requests made less than 14 days prior to the date of the event: If the request can be approved in this short amount of time, all payments, including deposit, must be made in cash, money order, cashier's check, or credit card. Checks will not be accepted in this case.</p>									