



RED OAK MUNICIPAL CENTER
RONALD REAGAN & EVELYN PITTS ROOMS

ROOM RENTAL RATES:

Event Rooms	Security Deposit	Monday - Thursday	Friday - Sunday
Ronald Reagan	\$200.00	\$300.00	\$375.00
Evelyn Pitts	\$200.00	\$300.00	\$375.00
Reagan/Pitts	\$200.00	\$600.00	\$750.00
Catering Kitchen	None	\$50.00	\$50.00

EXTRA RENTALS:

Linens	\$12.99 (per linen)	Microphone	\$25.00
Dance Floor	\$10.00 (per section)**	Projector & Screen	\$25.00
** One room - 15 sections (12' X 20')		Both rooms - 16 sections (16' X 16')	

- ◆ All rentals are based on an 8-hour time period; this time includes set-up, event and clean-up. Additional hours may be purchased at a cost of \$45.00 per hour.
- ◆ The Red Oak Municipal Center reserves the right, without notice or limitation, to exercise discretion regarding the Municipal Center and rentals.

Event Hours of Operation:

7:00 a.m. to 10:00 p.m., Sunday through Thursday
7:00 a.m. to 12:00 a.m., Friday through Saturday

HOW TO RESERVE:

- ◆ To reserve a room, you must:
 1. Complete and sign a Rental Agreement and other rental documents; and
 2. Pay a security deposit (\$200.00) and one-half (1/2) of the room rental fee.

Red Oak Municipal Center ♦ Office of Tourism

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