

# Red Oak Municipal Center

## Frequently Asked Questions The Ronald Reagan Room, The Evelyn Pitts Room, and The Museum 469-218-1202

### Rental Rates

Reagan or Pitts Room: \$300  
Museum: \$100

Discounts: 10% off - if it is a non-profit organization.  
20% off - if you are a citizen of Red Oak with a Red Oak Water Bill.  
20% off - if you have an active Military I.D.

\$200 refundable damage and cleaning deposit and a non-refundable deposit of half the room rental is required upon signing of agreement.

### Time Limit

The rates are for eight hours of access. This includes setting-up, having your event, and tearing it down.

### Capacity

Reagan Room: 125 guests  
Pitts Room: 125 guests  
Museum: 30 guests

\* Maximum capacity for all three rooms is 250 guests.

### Tables and Chairs

\* 30 round tables – 5ft. / 60in.  
\* 20 rectangle tables – 8 ft. x 2.5 ft. / 96in. x 30in.  
\* 250 chairs

\* Round tables fit eight chairs.  
\* Rectangle tables fit six to ten chairs.

### Extra Fees

\* Projector and Screen: \$25  
\* Microphone and Podium: \$25

### Calculations of Square Footage

Reagan Room:  $45 \times 48 = 2,160$  sq. ft.  
Pitts Room:  $45 \times 48 = 2,160$  sq. ft.  
Total for Reagan and Pitts: 4320 sq. ft.  
Museum:  $41 \times 25 = 1,025$  sq. ft.  
Ceilings: 18 ft. high

**\*\* ROOMS SHOWN BY APPOINTMENT ONLY \*\***