

Red Oak Municipal Center

Frequently Asked Questions

The Ronald Reagan Room, The Evelyn Pitts Room, and The Museum Room

469-218-1202

Reagan or Pitts Rooms: \$375

Museum Room: \$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 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

Tables and Chairs

*30 round tables- 5ft/ 60in

*20 rectangular tables – 8 x 2.5 ft / 96 in. x 30 in.

*250 chairs

*Round tables fit eight chairs.

*Rectangular tables fit six to ten chairs.

Extra Fees

*16 x 16 Dance Floor: \$250

*Projector and Screen: \$25

*Microphone and Podium: \$25

Calculations of Square Footage

Reagan Room: 45 x 48= 2160 sq. ft.

Pitts Room: 45 x 48= 2160 sq. ft.

Total for Reagan and Pitts: 4320 sq. ft.

Ceilings: 18 ft. high