



# **Facility Rental Guide**

**804 S. Emerson Avenue  
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## **PURPOSE**

The purpose of the Campbell County Cemetery District Facility Rental Policy is to outline charges for non-funeral events at Mount Pisgah Cemetery. A non-funeral event is defined as a gathering for any reason where no interment, or inurnment will be taking place. Please note, there may be negotiable fees for recurrent shelter users pending board approval. The refundable deposit will be given back in the event there is no damage and all items on clean-up checklist are complete.

## **RENTER INFORMATION**

All renters are required to complete a shelter usage agreement, pay all fees, and must follow all City, County, and State laws and ordinances.

To book a reservation, the shelter usage agreement, security deposit, and applicable fees must be received by the Campbell County Cemetery District. Payment for the security deposit can be made by cash or check. Payment for applicable fees can be made by cash, check, or credit card.

Please notify the Campbell County Cemetery District as soon as possible if you plan to cancel your scheduled event.

All alcoholic beverages must be served by a licensed liquor provider. Glass containers are not permitted. Under no circumstances will any renter or guest be allowed to bring outside alcohol to the Campbell County Cemetery District. The Campbell County Cemetery District has granted the Gillette Police Department permission to hold compliance checks throughout the cemetery and shelters.

Propane grills are permitted only in designated parking lot. A tarp must be placed under grill to catch all grease and prevent concrete stains.

Smoking is permitted in outside shelters, however all cigarette butts must be placed in designated cigarette disposal. Smoking is not permitted in indoor shelter or chapel.

## **DECORATING POLICY**

The items listed below are not allowed in any Campbell County Cemetery District shelters.

- Confetti
- Tinsel
- Open Flames
- Stickers
- Nails
- Staples
- Tape
- Rice
- Birdseed
- Flower Petals
- Bubbles
- Glitter
- Silly String
- Fire Pits

## **RATES**

### **Mt. Pisgah Community Room East Hall:**

Refundable Security Deposit: \$200.00

Refundable Security Deposit If Alcohol Is Being Consumed: \$300.00

Fee Monday Through Friday 8:00am – 5:00pm: \$50.00

Fee Weekday Evenings and Weekends: \$100.00

### **Mt. Pisgah Community Room West Hall:**

Refundable Security Deposit: \$200.00

Refundable Security Deposit If Alcohol Is Being Consumed: \$300.00

Fee Monday Through Friday 8:00am – 5:00pm: \$50.00

Fee Weekday Evenings and Weekends: \$100.00

### **Inspiration and Unity Garden Shelters:**

Refundable Security Deposit: \$200.00

Refundable Security Deposit If Alcohol Is Being Consumed: \$300.00

Base Fee Monday Through Friday 8:00am – 5:00pm: \$50.00

Base Fee Weekday Evenings And Weekends: \$100.00

**\*\*Please Note, Base Fee Only Includes Bluetooth Speaker Access, Al A Carte Items Are An Additional Charge\*\***

### **Al A Carte Items:**

Chairs and Tables: \$40.00

CCCD Staff Sets Up Event: \$100.00

Audio Visual Usage: \$60.00

**\*\*Campbell County Cemetery District Board of Trustees reserve the right to change prices at any time.\*\***

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Rate Table**

<b>Shelter</b>	<b>Item</b>	<b>Charge</b>	<b>Total</b>
<b>Inspiration Garden</b>	Refundable Deposit	\$200.00	
	Refundable Deposit With Alcohol	\$300.00	
	Fee Monday-Friday 8am-5pm	\$50.00	
	Fee Weekday Nights And Weekends	\$100.00	
	Chairs And Tables	\$40.00	
	CCCD Staff Sets Up Event	\$100.00	
	Audio Visual Usage	\$60.00	
<b>Unity Garden</b>	Refundable Deposit	\$200.00	
	Refundable Deposit With Alcohol	\$300.00	
	Fee Monday-Friday 8am-5pm	\$50.00	
	Fee Weekday Nights And Weekends	\$100.00	
	Chairs And Tables	\$40.00	
	CCCD Staff Sets Up Event	\$100.00	
	Audio Visual Usage	\$60.00	
<b>Community Room East Hall</b>	Refundable Deposit	\$200.00	
	Refundable Deposit With Alcohol	\$300.00	
	Fee Monday-Friday 8am-5pm	\$50.00	
	Fee Weekday Nights And Weekends	\$100.00	
	CCCD Staff Sets Up Event	\$100.00	
	Audio Visual Usage	\$60.00	
<b>Community Room West Hall</b>	Refundable Deposit	\$200.00	
	Refundable Deposit With Alcohol	\$300.00	
	Fee Monday-Friday 8am-5pm	\$50.00	
	Fee Weekday Nights And Weekends	\$100.00	
	CCCD Staff Sets Up Event	\$100.00	
	Audio Visual Usage	\$60.00	

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