**Attachment 2 - Durham County Facility Use Fee Schedule**

**Fees as of March 2023, contact Facility Use (facilityuse@dconc.gov) or the space representative for current rates and information.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Administration Complex** | **200 East Main St.** | **Contact**  [**clerk@dconc.gov**](mailto:clerk@dconc.gov)  **919-560-0025** |  |
| ***Meeting Space*** | ***Max Capacity*** | ***Hourly Rate*** | ***Notes*** |
| BOCC Chamber Room | 155 | 50.00 |  |
| BOCC Conference Room | 20 | 30.00 |  |
| Janitorial Fee |  | 18.25 |  |
| **Administration II** | **201 East Main St.** | **Contact**  [**facilityuse@dconc.gov**](mailto:facilityuse@dconc.gov) |  |
| ***Meeting Space*** | ***Max Capacity*** | ***Hourly Rate*** | ***Notes*** |
| Small Meeting Room | 1 – 4 | 20.00 | Room 123, 124 |
| Small Conference Room | 35 – 40 | 30.00 | Room 130, 462, 464, 465 |
| Medium Conference Room | 41 – 45 | 30.00 | Room 128, 129 |
| Large Conference Room | 70 - 158 | 50.00 | Room 126A, 126B, 461, 466 |
| Catering Kitchen |  | 45.00 |  |
| Janitorial Fee |  | 19.76 (regular)/23.00 (overtime) |  |
| **Cooperative Extension** | **721 Foster St.** | **Contact**  [**9**19-560-0524](mailto:facilityuse@dconc.gov) |  |
| ***Meeting Space*** | ***Max Capacity*** | ***Hourly Rate*** | ***Notes*** |
| Large Conference Room | 65 | 40.00 |  |
| Large Classroom | 30 | 30.00 |  |
| Small Classroom | 12 | 20.00 |  |
| Janitorial Fee |  | 19.76 (regular)/23.00 (overtime) |  |
| **Criminal Justice**  **Resource Center** | **326 East Main St.** | **Contact**  **919-560-0552** |  |
| ***Meeting Space*** | ***Max Capacity*** | ***Hourly Rate*** | ***Notes*** |
| Large Conference Room | 50 | 45.00 | Standing Room Capacity 100 |
| Janitorial Fee |  | 18.25 |  |
| **Durham County Courthouse** | **510 South Dillard** | **Contact**  **919-808-3251** |  |
| ***Meeting Space*** | ***Max Capacity*** | ***Hourly Rate*** | ***Notes*** |
| Facility Rental (courtroom) |  | 50.00 |  |
| Janitorial Fee |  | 20.32 |  |
| **Human Services Building** | **414 East Main St** | **Contact**  [**facilityuse@dconc.gov**](mailto:facilityuse@dconc.gov) |  |
| ***Meeting Space*** | ***Max Capacity*** | ***Hourly Rate*** | ***Notes*** |
| Conference Room A | 160 | 50.00 | Can be combined |
| Conference Room B | 140 | 50.00 | Can be combined |
| Conference Room C | 120 | 50.00 | Can be combined |
| Catering Kitchen |  | 40.00 |  |
| Janitorial Fee |  | 19.76 (regular)/23.00 (overtime) |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Durham County Libraries** | **Various** | **Visit**  **www.durhamcountylibrary.org** | | |  |
| ***Meeting Space*** | ***Max Capacity*** | ***Rate*** | | | ***Notes*** |
| Main Library Auditorium  Conference Room  Rooftop Terrace  Regional/Branch Large Meeting Rooms | Varies | 100.00 for meetings ***under four hours*** | | | Refundable Damage Deposit Required - $100 |
| Main Library Auditorium  Conference Room  Rooftop Terrace  Regional/Branch Large Meeting Rooms | Varies | 200.00 for meetings ***over four hours*** | | | Refundable Damage Deposit Required - $100 |
| Small Meeting Rooms  Study Rooms | Varies | 25.00 | | | Refundable Damage Deposit Required - $50 |
| Janitorial Fee |  | Billed per Estimate from Contractor | | |  |
| \*Library meeting rooms are free to non-profits (no food) | | | | | |
| **Durham County Parking Lot Rentals** | | **Contact**  **facilityuse@dconc.gov** | | |  |
| ***Rental Space*** | | ***Hourly Rate*** | | | ***Notes*** |
| Parking Lot 4 – Main Library  Parking Lot 5 – Bragtown Library  Parking Lot 6 – Southwest Library  Parking Lot 8 – Human Services  Parking Lot 13 – Judicial Annex (Upper)  Parking Lot 14 – Judicial Annex (lower)  Parking Lot 27 – Board of Elections  Parking Lot 29 – East Library  Parking Lot 36 – South Library | | 30.00 | | | Parking Lots are only available outside of normal business hours |
| Roxboro Parking Deck | | 70.00 | | | Parking Deck is only available outside of normal business hours |
| **Supplemental Fees** | | | | | |
| Refundable Damage Deposit (All Functions) | | 25% of Rental Fee | | | \*Excludes Library |
| Alcohol Events – ***All Applicable Facilities*** | | Application Fee - $15  Refundable Damage Deposit – 25% of Rental Fee, Minimum $100 | | | |
| **Staffing Fees** | | | | | |
| **Staff Type** | | | **Hourly Rate** | **Overtime Rate** | |
| Ambassador Attendant | | | 26.00 |  | |
| Company Police Officer (CPO) | | | N/A | 41.19 | |
| Armed Security Officer (ASO) | | | 25.24 | 37.86 | |
| Unarmed Security Officer (USO) | | | 18.73 | 28.10 | |
| Maintenance Tech | | | 21.70 |  | |
| Durham County Sheriff | | | Contact Sheriff for Current Rate | | |
| **Facility Use will generate estimate in coordination with Event Organizer, County Department(s) and Security Manager for any necessary staffing fees. A separate contract/invoice may be necessary to fully complete your event rental. Please contact your desired space contact for additional information.** | | | | | |