



The fees associated with renting a room at Mitchell Park Community Center are as follows:

- **Room Fees Per Hour**
- **Facility Attendant Fee Per Hour**
(only for evening or weekend events; four hour minimum)
- **Equipment Fees Per Day**
(if renting projectors, coffee maker, podium, or piano)
- **Event Insurance Fee**
(if required and purchased through City of Palo Alto; only required for larger, social events)

Also, please note that in order to receive the non-profit rate, you must provide proof of your non-profit status—IRS number and/or 501(c)3 letter—and you cannot charge an admission fee for your event or ask for donations.

ROOM FEES PER HOUR

Entire Facility w/ Courtyard (includes Facility Attendant)

- Resident: \$473
- Non-Resident: \$709
- Non-Profit: \$237

Entire El Palo Alto Room

- Resident: \$208
- Non-Resident: \$312
- Non-Profit: \$104

Entire El Palo Alto Room & Kitchen

- Resident: \$254
- Non-Resident: \$381
- Non-Profit: \$127

El Palo Alto East or West Room Only

- Resident: \$104
- Non-Resident: \$156
- Non-Profit: \$52

Entire Adobe Room

- Resident: \$177
- Non-Resident: \$265
- Non-Profit: \$88.50

Adobe North Room

- Resident: \$104
- Non-Resident: \$156
- Non-Profit: \$52

Adobe South Room

- Resident: \$82
- Non-Resident: \$123
- Non-Profit: \$41

Matadero Room

- Resident: \$82
- Non-Resident: \$123
- Non-Profit: \$41

Kitchen

- Resident: \$60
- Non-Resident: \$90
- Non-Profit: \$30

Weddings (includes Entire Facility, Rehearsal Time, & Facility Attendant

- Resident: \$498
- Non-Resident: \$747

FACILITY ATTENDANT FEE PER HOUR (ONLY FOR EVENING & WEEKEND EVENTS; FOUR HOUR MINIMUM)

Facility Attendant

- Resident: \$31
- Non-Resident: \$31
- Non-Profit: \$31

Facility Attendant (holiday or overtime)

- Resident: \$47
- Non-Resident: \$47
- Non-Profit: \$47

EQUIPMENT FEES PER DAY

Built in Digital Projector

- Resident: \$72
- Non-Resident: \$107

Portable Digital Projector

- Resident: \$65
- Non-Resident: \$97.50

Podium with Microphone

- Resident: \$32
- Non-Resident: \$48

Coffee Maker

- Resident: \$12
- Non-Resident: \$18

Grand Piano

- Resident: \$85
- Non-Resident: \$128

EVENT INSURANCE FEES IF PURCHASED THROUGH CITY OF PALO ALTO (ONLY REQUIRED FOR LARGER SOCIAL EVENTS)

Event Insurance

- Anywhere from \$160 to \$200