

# KBC Facility Rentals

## Policies and Prices\*

Updated July 7, 2022

|   | Public and For-Profit | Non-Profit/Tenants/MEDC Voting Members |
|---|-----------------------|--|
| <b>Lobby (1<sup>st</sup> floor)</b>   |                       |  |
| Full day  | \$200.00              | \$150.00                               |
| Removal of furniture \$50.00  |                       |  |
| Includes tables and chairs  |                       |  |
| Deposit \$100.00**  |                       |  |
| Shorter sitting fee available for photography. Contact KBC staff for details. |                       |  |
| <b>Mezzanine (2<sup>nd</sup> floor)</b>                                       |                       |  |
| Full Day  | \$125.00              | \$100.00                               |
| Includes tables and chairs  |                       |  |
| Deposit \$100.00**  |                       |  |
| Shorter sitting fee available for photography. Contact KBC staff for details. |                       |  |
| <b>Training Room (3<sup>rd</sup> floor)</b>                                   |                       |  |
| ½ Day   | \$80.00               | \$50.00/\$0***                         |
| Full Day  | \$140.00              | \$90.00/\$0***                         |
| Deposit \$50.00**   |                       |  |
| <b>Conference Room (2<sup>nd</sup> floor)</b>                                 |                       |  |
| ½ Day   | \$60.00               | \$50.00/\$0***                         |
| Full day  | \$100.00              | \$80.00/\$0***                         |

### Holidays

Additional fee and approval from MEDC admin staff will apply to the following holidays:  
Easter Sunday, July 4th, Thanksgiving Day, Christmas Eve and Day, and New Year's Eve and Day

### Payment/Contract

- Deposit, 50% of the rental fee & signed rental agreement is required to reserve date
- Paid in full 14 days prior to event
- If you reserve a date less than two week prior, payment is due at the time of registration

\* prices subject to change

\*\*If renting more than one room, your deposit may be reduced per MEDC admin staff.

\*\*\*There is no charge for tenants and MEDC voting members wanting to use the 2<sup>nd</sup> floor conference and 3<sup>rd</sup> floor training room, only if the use is directly related to their businesses.

\_\_\_\_\_  
Invoice Name

\_\_\_\_\_  
Address City State Zip

\_\_\_\_\_  
Contact Person Date of Event Time of Event

\_\_\_\_\_  
Type of Event # of Attendees Room(s)

\_\_\_\_\_  
Room(s) /Rental Fee(s)\*

\_\_\_\_\_  
Room Deposit\* Furniture Removal Fee\* Total – Payable to MEDC

Return Deposit to: \_\_\_\_\_  
Name Address City State Zip

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E-mail: \_\_\_\_\_

Event Host Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

I agree to the terms of this Rental Policy at the Keystone Business Center and will adhere to the regulations stated:

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
KBC Staff

\_\_\_\_\_  
Date

Charlie McPherson, Executive Director  
Angela Allen, Assistant Executive Director  
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\*Prices are approximate and subject to change