



Available Facilities & Occupancy

Facility	Capacity	Included Equipment	Minimum Rental
Rainshadow Hall	130 lecture set up; 100 banquet	130 chairs; 26 round 47-inch tables; 17 rectangular 6' x 3' tables; 150-inch screen; hybrid meeting capability	4 hours
Riverside Conference Room	20 lecture set up; 15-18 classroom	6 rectangular 6' tables; 20 chairs; 85-inch screen; hybrid meeting capability	2 hours
Outdoor Plaza	200	Tables/chairs for 150 available as specified; additional tables/chairs may be rented from outside providers with approval	4 hours

The Flyway and Kitchen are **not** currently available as rental spaces.

Occupancy limits are based on the facility's fire marshal-approved capacities and may not be exceeded. Additional tables and chairs for the Plaza must be rented from outside the facility when needed beyond DRNC's available inventory.

Rental Rates & Fees

Facility	Community	Nonprofit	Minimum
Riverside Conference Room	\$50	\$37.50	2 hours
Rainshadow Hall – 4 hours	\$200	\$150	4 hours
Plaza - 4 hours	\$200	\$150	4 hours
Rainshadow Hall — 8 hours	\$400	\$300	8 hours
Plaza — 8 hours	\$400	\$300	8 hours

The rental fee includes use of the room and standard equipment listed for that room.

Renters are responsible for setup and takedown within the contracted Rental Period.

Additional rental time may be added subject to availability and applicable fees. Standard operating hours are Monday–Saturday, 9:00 AM–5:00 PM, and Sunday, 12:00 PM–5:00 PM. Renters may not remain in the facility after 11:00 PM.

Reservations & Confirmation

The reservation process is:

1. Renter contacts DRNC regarding availability. Use form on Facilities Rental page.
2. DRNC reviews the requested date, time, facility, event type, attendance, and applicable requirements.
3. DRNC provides the Renter with the Rental Agreement and required forms.
4. The Renter reviews and signs the Rental Agreement.
5. The reservation is confirmed when the signed Rental Agreement and required Security Deposit have been received and accepted by DRNC.
6. Required insurance documentation must be provided at least 14 days before the event. (Supplemental insurance is required when alcohol is served)
7. The invoice is due at least 14 days before the event.
8. Events requiring insurance must normally be reserved at least 30 days in advance to allow sufficient time for the Renter or an approved caterer to obtain required insurance documentation.
9. Rental requests made fewer than 14 days before the requested event date must be paid in full on the day the reservation is made.