



RTPI Facility Usage Rates

Available Usage hours:

Monday – Friday, 8:00am – 6:00pm

Saturday, 10:00am – 5:00pm

Sunday, 12:00 – 6:00pm

Clarke Conference Room – 15 person maximum

8-12 person seating capacity at conference table

Business days, up to 4 hours - \$200.00/4 – 8 hours - \$300.00

Weekends, up to 4 hours - \$250.00/4 – 8 hours - \$350.00

Multi-purpose Room – Table/Chairs, 36; Chairs, 50; Standing, 60 person maximum

Business days, up to 4 hours - \$200.00/4 – 8 hours - \$300.00

Weekends, up to 4 hours - \$300.00/4 – 8 hours - \$400.00

Small Patio – Table/Chairs, 50; Standing, 75 person maximum

Business days, up to 4 hours - \$250.00/4 – 8 hours - \$350.00

Weekends, up to 4 hours - \$350.00/4 – 8 hours - \$450.00

Gazebo - Up to 4 hours - \$150.00

4 – 8 hours - \$250.00

***RTPI's Large Patio and Library available by special request only:**

Large Patio – *Up to 50 people*

Business days, up to 4 hours - \$400.00/4 – 8 hours - \$500.00

Weekends, up to 4 hours - \$500.00/4 – 8 hours - \$600.00

50 - 150 people

Business days, up to 4 hours - \$500.00/4 – 8 hours - \$600.00

Weekends, up to 4 hours - \$700.00/4 – 8 hours - \$800.00

Library – Table/Chairs, 40; chairs only, 60 person maximum

Business days, up to 4 hours - \$300.00/4 – 8 hours - \$450.00

Weekends, up to 4 hours - \$350.00/4 – 8 hours - \$500.00

All Evening and weekend room reservations are subject to an amenities charge of \$150.00 for use up to 4 hours and \$250.00 for use that exceeds 4 hours.

Unless already scheduled currently for 2016, we regret that we are unable to accommodate weddings and wedding receptions at our facility.

RTPI will be open no later than 10:00pm for evening reservations.

RTPI is part of the Jamestown Community College smoke-free campus. Smoking is prohibited on any RTPI property.

Catering is not provided by RTPI. Caterers must provide a valid certificate of insurance. Beer and wine/alcohol permits must be obtained from NYS Liquor Authority.

RTPI reserves the right to control sound level of live and recorded music. Musicians and sound crews must make setup arrangements prior to the event.

Some areas may be closed at the discretion of RTPI management.

RTPI reserves the right to videotape or photograph events for promotional purposes.

Parking is available in the RTPI parking lot and additional parking across the street at Jamestown Community College.

For availability and scheduling, please contact Amy Hudson at (716) 665-2473, ext. 227, or ahudson@rtpi.org.

Regular business hours are 9:00am – 5:00pm, Monday – Friday.

Weekend hours are 10:00am – 4:00pm Saturday and 1:00pm – 5:00pm Sunday.

Thank you for considering our beautiful facility for your next meeting or event!