



**Fort Collins Museum of Discovery  
Rental Fees**

*All rooms require a three hour minimum rental; additional hours may be purchased by the hour.  
Building hours are Tuesday through Sunday, 8:00am – 12:00am.*

<b>Standard Room Fees</b>	<b>Hourly Rate</b>	<b>Three Hours</b>
Lobby & Griffin Piano Lounge	\$250	\$750
Classroom A/Classroom B	\$75 each	\$225 per room
Main Exhibition Gallery	\$750	\$2250
Markley Community Room/ Rooftop Deck	\$200	\$600
OtterBox Digital Dome / Upper Gallery	\$250	\$750
Big Back Yard	\$250	\$750
Full Facility	\$1500	\$4500
Woodward Special Exhibition Gallery	*varies	*varies

<b>Non-Profit Room Fees</b>	<b>501(c)3 or government</b>	<b>Hourly Rate</b>	<b>Three Hours</b>
Lobby & Griffin Piano Lounge		\$237.50	\$712.50
Classroom A/Classroom B		\$71.25 each	\$213.75 per room
Main Exhibition Gallery		\$712.50	\$2137.50
Markley Community Room/ Rooftop Deck			
<i>No charge for the Community Room during business hours</i>			
	After hours	\$190	\$570
OtterBox Digital Dome / Upper Gallery		\$237.50	\$712.50
Big Back Yard		\$237.50	\$712.50
Full Facility		\$1425	\$4275
Woodward Special Exhibition Gallery		*varies	*varies

*All non-profit groups must include a copy of their Tax Identification Certificate with signed contract to receive non-profit rates.*

<b>Cancellation Fees</b>		
Meetings – no food/beverage	More than 7 days in advance	Full refund
	Less than 7 days in advance	50% refund
	Markley Room no show	\$50.00
Special Events, receptions, etc.	More than 120 days in advance	50% refund
	Less than 120 days in advance	No refund

<b>Food Service</b>		
Up to 99 guests	Cleaning fee	\$65
100 – 199 guests	Cleaning fee	\$125
200 – 299 guests	Cleaning fee	\$200
300+ guests	Cleaning fee	\$250
Snacks brought in by customer	Cleaning fee	\$25-\$100

*All food must be provided by Approved Vendors, no self-serve catering is permitted*

## Other Fees

Security Payment	\$500
Required for all events with food, beverage, alcohol and Special Events <i>Returned less expenses after event</i>	
Liability Insurance	varies
Customer's insurance certificate or City policy	
No Show Markley Room fee	\$50.00
Security Guard(s)	\$40/hour/guard
Required at FCMoD's discretion	
OtterBox Digital Dome Technology Support	\$50/hour
OtterBox Digital Dome Presentation	\$300 per show

## Birthday Parties

FCMoD invites all families to enjoy a birthday party at the museum. Birthday Parties are available for children ages 4 – 12 years old.

A Birthday Party Rental is a \$200 flat rate and includes the following:

- Rental of one Classroom, including tables and chairs, from 2:30pm until 5:00pm.
- Admission to the FCMoD for up to 12 children and 4 adults.
- Gift Bags are available from The Cache Museum Store for an additional charge of \$5.00 per bag.

The following policies apply to Birthday Parties:

- Birthday Parties can be scheduled by calling FCMoD's Visitors Services Department at (970) 221.6738 during regular business hours.
- Birthday party rentals are available on Sundays only, from 2:30 – 5:00pm.
- Children MUST be accompanied by adults AT ALL TIMES during the birthday party.
- Tables, chairs, and counters must be wiped clean and all trash disposed of in provided receptacles at the end of the party.
- Tablecloths, helium balloons, and crepe paper are permitted only in the Classroom, and must be attached to tables and chairs only. Clients are not permitted to tape or affix any decorations to walls, cabinets, other furniture, or other surfaces. All decorations must be removed and disposed of at the end of the party.
- No additional services are provided with this rental.

## Included Amenities

Tables & Chairs - Classrooms Only	Complimentary
Conference table, 20 chairs – Markley Community Room	Complimentary
Wi-Fi – throughout building	Complimentary

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*\*Prices for, and availability of, the Woodward Special Exhibition Gallery vary. Please call the FCMoD for information on scheduling and rates.*

***ALL PRICES SUBJECT TO CHANGE***