

Meeting Room and Catering Fee Schedule

Our meeting rooms provide a peaceful and private environment for your group. The FSC staff prides itself with going above and beyond to provide flexibility, courtesy and hospitality. We offer a wide variety of rooms to fit the needs of your meetings, retreats and training sessions.

Meeting Room Rental Fee Schedule

Room Name	Full Day	Half Day	2-hour rate	Room Style/ Capacities
Emmaus 190	\$180	\$120	\$75	50 w/chairs 36 w/ tables & chairs
San Damiano 183	\$180	\$120	n/a	56 w/ chairs 36 w/ tables & chairs
Grace Hall 185	\$130	\$90	\$45	36 w/chairs 30 w/ tables & chairs
San Damiano and Grace Hall combined	\$200	\$120	n/a	Set up may vary Up to 75 people
Large Conference Room Lower Level	\$100	\$60	\$40	16 chairs - conference table
Small Conference Room Lower Level	\$50	\$25	n/a	6 chairs - conference table
Assisi Room Lower Level	\$200	\$120	n/a	9 round tables Up to 90 people
Francis Room Lower Level	\$190	\$130	n/a	50 w/chairs 48 with round tables/chairs
Clare Room Lower Level	\$180	\$120	n/a	40 w/chairs 32 with round tables/chairs
Dining Room Lower Level	\$250	\$180	n/a	130 seated

State of the Art Technology Equipment available with each meeting room at no additional cost including:

- ~ 1 or 2 Large Screen TVs
- ~ Computer access
- ~ Microphones
- ~ Listening devices
- ~ Flip chart with markers

Snacks/Refreshments:

Description	Rate	Note
Assorted Tea (2.5 liter pot)	6.00	
Assorted Tea (3.5 liter pot)	7.50	
Bagels w/cream cheese (dozen)	13.00	per dozen
brownies with frosting (dozen)	12.00	per dozen
cereal boxes (individual)	1.00	
Cheese & Crackers (lg., 35-40)	25.00	
Cheese & Crackers (med., 25-30)	22.00	
Cheese & Crackers (mini, 10 or less)	10.00	
Cheese & Crackers (sm., 15-20)	15.00	
Cheese/Meat & Crackers (lg.)	60.00	35-40 people
Cheese/Meat & Crackers (med.)	48.00	25-30 people
Cheese/Meat & Crackers (mini)	20.00	10 or less
Cheese/Meat & Crackers (sm)	32.00	15-20 people
Chips & Salsa	10.00	2 lb. bag chips/salsa
chips-small bags	1.00	
cinnamon rolls (dozen)	12.00	per dozen
Coffee - Regular (3.5 liter pot)	16.00	
Coffee -DeCaf (2.5 liter pot)	13.00	
Coffee -Regular (2.5 liter pot)	13.00	
Coffee-DeCaf (3.5 liter pot)	16.00	
Cookies	.75	per cookie
Cup Cakes (dozen)	12.00	
Danishes (1/2 dozen)	6.00	
Danishes (dozen)	12.00	per dozen
dessert bars (dozen)	12.00	
Donuts	.50	
fruit bowl for with yogurt	6.00	blueberries or strawberries
Fruit tray (lg., 35-40 people)	56.00	
Fruit tray (med., 25-30 people)	45.00	
Fruit Tray (mini - serves 10 or less)	16.00	
Fruit tray (small, 15-20 people)	30.00	
Granola - bowl	6.00	
Granola bars	.50	each
Hard boiled eggs (dozen)	3.00	per dozen
heavy appetizers	TBA	
Hummus w/pita chips (lg 35-40)	85.00	
Hummus w/pita chips (med 25-30)	60.00	
Hummus w/pita chips (sm 15-20)	35.00	
Ice Water	.00	
juice (orange, cranberry, apple)	5.00	carafe (5, 6 oz. glasses)
Lemonade (carafe)	5.00	
Linen Table Cloths for Banquet	2.00	
loaf of bread	2.00	
Lunch - Wraps	9.00	
Lunch - Meal, salad, dessert	9.00	

Lunch - sandwich tray & soup	9.00	to be served in FSC
Lunch - sandwich wraps	9.00	
Lunch - Soup, Sandwich, Salad	9.00	to be served in FSC
Lunch - taco bar	9.00	
Lunch - through the line	9.00	
Meal - see note for description	.00	to be served in FSC
Meal of the day	.00	to be served in FSC
milk (carafe)	5.00	
muffins (1/2 dozen)	6.00	
Muffins (dozen)	12.00	per dozen
Popcorn (bowl - serves 15)	6.00	
Soda	1.00	each
Spinach dip w/crackers (lg 35-40)	85.00	
Spinach dip w/crackers (med 25-30)	60.00	
Spinach dip w/crackers (sm 15-20)	35.00	
Sweet bread (1/2 dozen)	6.00	
Sweet bread (dozen)	12.00	per dozen
Trail mix	14.00	per pound (6 1/2-cup servings)
turnovers	12.00	
Veggie tray w/dip (lg., 35-40)	56.00	
Veggie tray w/dip (med., 25-30)	45.00	
Veggie tray w/dip (mini 10 or less)	16.00	
Veggie tray w/dip (sm., 15-20)	30.00	
Whole fruit	.50	each
Yogurt cups	1.00	

Catering Options

**Hospitality charge of \$25.00 for anyone bringing in own food.