

## Room 5 (Small Auditorium)

Event time, including set-up and clean-up, may not exceed 12 hours at one time and may end no later than 11pm on Monday-Saturday and 2pm on Sunday.

4-hour rental minimum on Saturday and Sunday. 2-hour rental minimum all other days of the week.



### Room Capacities

	Theater	Banquet	Classroom	Conference
Room 5	132	96	66	66

## FEES & RATES

### Room Rental Fees (per hour)

PRIVATE		NON-PROFIT		COMMERCIAL	
Resident	Non-Res	Resident	Non-Res	Resident	Non-Res
\$95	\$98	\$87	\$90	\$103	\$106

### Required Additional Fees

	(per day)
Custodial	\$95
Insurance (can provide own)	\$104
Alcohol (if serving)	\$75

### Optional Fees

	(per day)
PSW Lobby	\$120
Kitchen	\$120
A/V Equipment	\$10-\$50 per item
Patio	\$120

### Damage Deposit

	(refundable)
With Alcohol	\$250
Without Alcohol	\$100

### Total due on day of booking:

With Alcohol	\$500
Without Alcohol	\$200

Damage Deposit + **non-refundable** Down Payment

*Please see back page for sample estimate*

## Your Estimate

_____	X	_____	=	\$ _____
Room Rate		Hours Needed		Total Room Fee
			+	\$ _____
				Required Additional Fees
			+	\$ _____
				Optional Fees
			+	\$ _____
				Damage Deposit
			=	\$ _____
				Total Rental Cost

### Finley Community Complex

2060 West College Ave, Santa Rosa CA 95401  
 General Information (707) 543-3733  
 Rentfinley@srcity.org

### Securing a Facility Use Permit:

To reserve a date at the Finley Community Complex, email [rentfinley@srcity.org](mailto:rentfinley@srcity.org) or call (707) 543-3733. Provide rental details: name, phone number, email, event title, date, and number of people, start/end time, food, alcohol, and any other needs. Requests are accepted on a first-come, first-served basis only and may be made up to one year in advance based on availability. A signed Rental Agreement, **non-refundable** Down Payment, and Damage Deposit are required to reserve a date. Your date is confirmed when we receive a signed copy of the Rental Permit.

### Sample Estimate

\$95 per hour x 12 hours	\$ 1,140.00
Kitchen Flat Fee	\$ 120.00
\$1 Million Liability Event Insurance	\$ 104.00
Custodial Fee (disinfecting & restocking restrooms, proper care for hardwood floors)	\$ 80.00
Alcohol Fee	\$ 75.00
Refundable Damage Deposit	\$ 250.00
<b>Total</b>	<b>\$ 1,769.00</b>

### Damage Deposit:

A Damage Deposit is required at time of reservation. This deposit does not apply towards Rental Fees. A full refund can be expected within fourteen (14) days after your event, if:

- All the rental contract guidelines are followed,
- No damage or theft occurs to the property,
- No extra time, room, or cleaning costs are accrued.

The Permit holder is responsible for all costs sustained by the City of Santa Rosa even if the cost exceeds the Damage Deposit.

**Down Payment:** A Down Payment (equal to the Damage Deposit amount) is also required at time of booking. The Down Payment is non-refundable and will be applied towards Rental Fees.

All remaining fees are due 30 days in advance of the rental date. When reserving facilities within 30 days of event, the Damage Deposit and all Rental Fees are due at the time of reservation. We accept cash, checks, MasterCard, and Visa. Failure to pay the balance of Rental Fees on time may result in the cancellation of the reservation and is subject to Cancellation fees.

**Cancellation Requests:** Any cancellation by the renter must be received in writing and acknowledged by the Facility staff.

**Cancellation:** Cancellations 30 days in advance of your event will result in forfeiture of the Down Payment.

**Late Cancellation:** Cancellations within 30 days of your event will result in the forfeiture of 100% of Room Rental Fees.

**No Show:** An event "no show" will result in the forfeiture of 100% of Rental Fees including all Extra Fees.

Cancellation Period	Damage Deposit	Down Payment	Room Fees	Extra Fees
Cancellation (30+ days before event)	Refunded	100% Forfeited	Refunded	Refunded
Late Cancellation (30 or less days before event)	Refunded	100% Forfeited	100% Forfeited	Refunded
No Show	Refunded	100% Forfeited	100% Forfeited	100% Forfeited