

RENTAL APPLICATION

2060 West College Ave Santa Rosa, CA 95401

Phone: 707-543-3737 Email: rentfinley@srcity.org

This reservation/contract is issued in accordance with the polices as established by City Council, City of Santa Rosa. Failure to comply by any group/individual may cause reason to revoke this agreement. **Reservations are on a first-come, first served basis. Your reservation date is not confirmed until request is approved, the deposit is paid, and a permit has been signed.**

CUSTOMER INFORMATION

Contact Person: _____

Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____

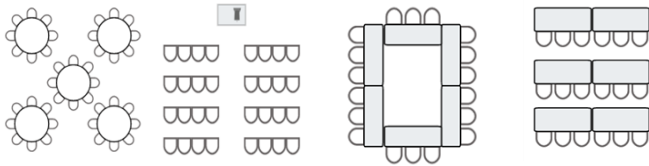
Work Phone: _____

- Resident
 Commercial
 Non-Profit
 TIN # _____

Please include a brief description of your event:

Room Set-up Details:

Banquet* Theater Conference Classroom



*Round tables are only available in Room 5 and Person Auditorium. All other rooms have a banquet set-up with rectangle tables.

EVENT INFORMATION

Name of Event: _____

Date of Event: _____

Alternate Date: _____

Desired Room: _____

Email: _____

Attendance: _____ Ongoing? Yes No

Times:

Arrival time to set-up: _____

Departure time after cleaning: _____

Total Hours: _____

Arrival time for guests: _____

Departure time for guests: _____

Additional Needs:

- Kitchen Finley- \$240
 Courtyard Full -\$240
 Courtyard ½ -\$120
 Lobby Finley- \$162
 Kitchen PSW- \$120
 Patio PSW- \$120
 Lobby PSW -\$120

A/V Needs:

- Data Projector- \$50
 Screen- \$10
 Sound System- \$25
 Podium- \$10
 Microphone- \$15
 Dry Erase Board- \$10
 Other _____

Event Details:

- Dancing Food
 Alcohol Entertainment _____

I will be paying my deposit and down payment with:

- Credit Card- Preferred Check Cash
 (MasterCard, VISA or Discover)

Conditions of Use

Initials _____	I have received and agree to use the guidelines and procedures listed in the Finley Community Complex Rental Guide.
Initials _____	I have provided true and correct information regarding my event. City staff may shut down my event for providing false information, inappropriate conduct by me or my guests, violation of any City, County, State or Federal rules, regulations, codes or laws, or disregard of rules listed in this rental guide. In addition, violations of the above said will result in the forfeiting of all deposits and fees.
Initials _____	I understand that the time listed on my permit includes all access needed for my event. The City does not provide free use of the facility.
Initials _____	All fees are to be paid 30 days in advance.
Initials _____	I understand my event is not to impede on preservation of the facility and I will provide a copy of this rental guide to all individuals and vendors assisting with my event, including those helping to decorate, clean up, and provide a service. It is my responsibility to secure the professional vendors and the necessary number of individuals to complete these tasks during the time listed on my permit. I will be responsible for monitoring children to be nondestructive during the event.
Initials _____	I have read the alcohol policy and will provide the required bartending service. It is my responsibility to secure an ABC license if selling alcohol, selling tickets to the event that includes alcohol, or including alcohol in an auction.
Initials _____	I will remove all glass, excess trash, and boxes from the facility after my event and leave the facility in a presentable condition.
Initials _____	I will report any breakage, stoppage, injuries, complaints or concerns to City staff immediately.
Initials _____	<p>Compliance Expectations</p> <p>The rental permit holder is responsible for the behavior of all attendees. Guests who do not follow facility rules and regulations including excessive noise, fighting, vandalism, unsupervised children, etc. will not be tolerated. Failure to comply with applicable procedures, rules, and regulations related to the room rental, building, and grounds may lead to one or more of the following actions</p> <ol style="list-style-type: none"> 1) Immediate removal of any person or persons (including unruly and unsupervised children) engaging in disruptive, belligerent or threatening behavior. 2) Early termination of event without a refund for unused time 3) Denial of future use privileges for the individual or organization. 4) Fee assessment to cover any damages or loss of income/usage of the City of Santa Rosa Community Center Building.

Agreement and Signature	
Print Name:	
Signature:	Date:
For office use only	
Note:	