

Rental Guide for a Successful Event at **Finley Community Complex**



Finley Community Center and Person Senior Wing

2060 W College Ave, Santa Rosa, CA 95401

General Information (707) 543-3733

Rentfinley@srcity.org



Facility Viewing, Availability, & Map

Finley Community Complex
2060 West College Ave.
Santa Rosa, CA 95401

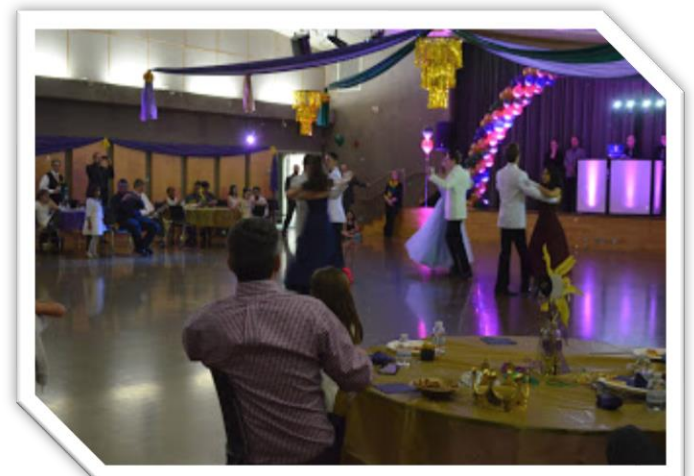
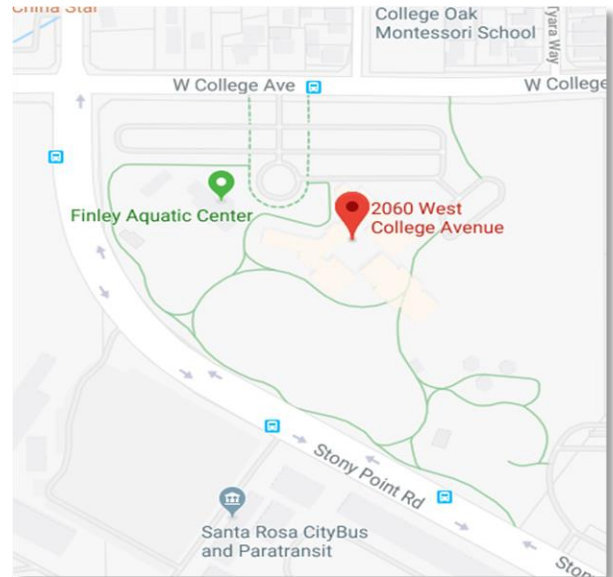
The Finley Community Complex is open to the public for touring on weekdays, excluding holidays.

Business hours: Monday - Friday
Finley Community Center 8-6pm
Person Senior Center 8-5pm

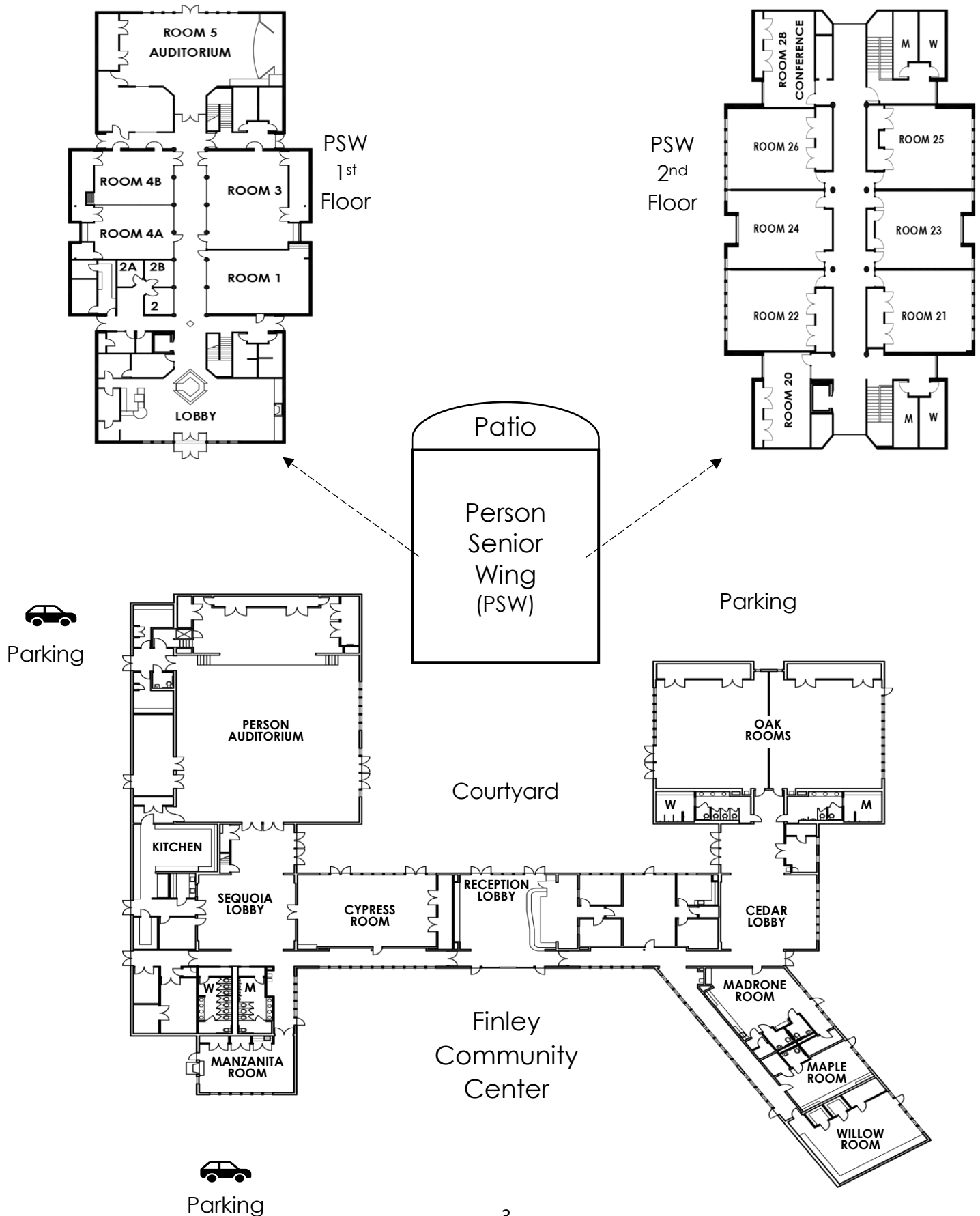
Event holders should meet with Facility staff during business hours to book a permit, make a payment, update permit information or have a pre-event meeting.

Please email: Rentfinley@srcity.org, or call 707-543-3733 to check availability or to book an appointment for a tour. Please provide your event information such as: time, date & type of event, # of attendees, and room layout.

For a virtual tour, visit our website: <https://srcity.org/1566/Facility-Rentals>



Finley Community Center Complex Map



Room Capacity, Set-ups and Tables

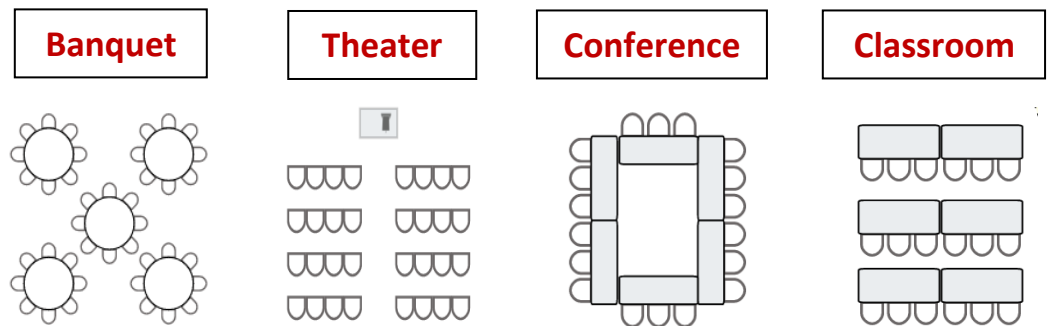
Finley Community Center

Rooms	Banquet	Theater	Conference	Classroom
Auditorium	225	308	60	120
Cypress	80	90	52	40
Live/Valley Oak	72	100	52	48
Willow	30	40	34	35
Maple	-	25	22	15
Manzanita	-	-	20	-
Courtyard	-	100	-	-

Person Senior Wing

Rooms	Banquet	Theater	Conference	Classroom
Room 5	96	132	66	66
Room 4 A & B	70	100	48	72
Room 1	48	60	34	50
Room 3	48	84	50	45
Room 21	32	50	30	30
Room 22	32	50	30	30
Room 25	32	40	30	30
Room 20	-	24	20	18
Room 28	-	24	18	24
Room 2	-	-	8	-

Set-up examples:



Finley Community Center

- Rectangle Tables
(8' x 2') Seats 10 (Oak Rooms Only)
(8' x 2.5') Seats 8
- Round Tables
(5') Seats 8 (Person Large Auditorium Only)

Person Senior Wing

- Rectangle Tables
(6 x 2') Seats 8
- Round Tables
(5') Seats 8 (Room 5 Only)

Alternative Seating arrangements available.

Reservation & Fee Information

The Finley Community Complex, with its elegant design and spacious rooms, is the perfect spot to host your special occasion.

Hours of Operation

Event time, not including set-up and clean up, may not exceed 12 hours at one time and may end no later than 11:00pm on Monday-Saturday and 2:00pm on Sunday.

Hourly Use Rate

4-hour rental minimum on Saturdays & Sundays and 2-hour minimum all other days of the week.

The hourly rate applies to any use of the facility requested by permit holder. This includes vendor set-up, decorating, rehearsal, the actual event and clean-up. When calculating ending time, include any time necessary for caterers, bands, DJs, and/or guests to vacate. Extended rental time past the ending time on the permit will be deducted from the deposit.

Rate Classification-

Non-Profit: Qualified non-profit groups who provide NP Tax ID# assigned to their organization.

Private: Any individual, group or organization which meets for private activities or non-profit groups without a NP Tax ID.

Commercial: Any individual, group or organization which is profit oriented.

Finley Community Center

Room	*Private		*NonProfit		*Comm	
	*R	*NR	*R	*NR	*R	*NR
Auditorium	\$130	\$135	\$117	\$121	\$141	\$146
Cypress A & B	\$71	\$73	\$65	\$67	\$77	\$80
Oak Rooms Weekends	\$90	\$94	\$83	\$85	\$99	\$102
Oak Rooms Weekdays	\$63	\$65	\$58	\$60	\$68	\$70
Manzanita	\$52	\$54	\$47	\$48	\$55	\$57
Willow	\$52	\$54	\$47	\$48	\$55	\$57
Maple	\$43	\$44	\$40	\$41	\$46	\$47

Person Senior Wing

Room	*Private		*Non-Profit		*Comm	
	*R	*NR	*R	*NR	*R	*NR
Room 5	\$95	\$98	\$87	\$90	\$103	\$106
Room 4 A & B	\$72	\$74	\$66	\$68	\$77	\$79
Room 1	\$71	\$73	\$65	\$67	\$77	\$80
Room 2	\$41	\$42	\$38	\$39	\$45	\$46
Room 3	\$67	\$69	\$62	\$64	\$72	\$74
Room 20	\$43	\$44	\$40	\$41	\$46	\$47
Room 21	\$57	\$59	\$52	\$53	\$60	\$62
Room 22	\$57	\$59	\$52	\$53	\$60	\$62
Room 25	\$53	\$54	\$50	\$51	\$56	\$57
Room 26	\$51	\$52	\$48	\$49	\$55	\$57
Room 28	\$43	\$44	\$40	\$41	\$46	\$47

*R= City of Santa Rosa Resident *NR= Non-Resident

See next page for additional fees that may apply

Additional Fees & Sample Estimate

Facility Attendant

Events of 101 people or more will include an additional fee of \$150 for the Facility Attendant.

Custodial Fee - (\$ varies per room)

Custodial fee is **ONLY** for sanitary cleaning, restocking supplies, and for treating the hardwood floors with an approved solvent. The permit holder is responsible for cleaning all areas impacted by the event (inside & outside) as detailed on page 16. Fees are determined by rooms rented.

Insurance – (\$ varies per # of guests)

The rate varies with the number of guests and type of event, from \$68 - \$182. The insurance rate for an average event costs around \$125 and is ordered by the Facility Coordinator. The permit holder may provide their own liability insurance providing it meets the required guidelines and lists the City as additional insured, as specified on the facility website. Contact the Facility Specialist for more information. **Note:** Insurance is required for each day alcohol is being served in the facility.

Alcohol Fee – (\$ varies per room)

Groups serving beer, wine, or champagne will be required to pay an Alcohol Fee.
Hard alcohol is not permitted.

Rental Additions

These areas may be reserved for a flat fee in addition to an auditorium rental.

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

Extra Equipment

Additional equipment may be available for rent when creating permit or if available day of.

Data Projector	\$50
Screen	\$10
Dry Erase Board	\$10
Sound System	\$25
Speakers	\$10
Wireless Microphone	\$15

Amendment Fee – (\$25)

After the first permit change, a \$25 Amendment Fee will apply per adjustment and per date change.

Rental Discounts:

10%- Ongoing rentals or one room rented multiple dates with a credit card on file and no delinquent payments may receive a 10% discount on facility rentals.

Sample Estimate (private event rate):

This estimate is based on 12 hours of private use in our large Auditorium and Kitchen.

\$130 per hour x 12 hours	\$ 1,560.00
Kitchen Flat Fee	\$ 240.00
\$1 Million Liability Event Insurance	\$ 125.00
Custodial Fee (disinfecting & restocking restrooms, proper care for hardwood floors)	\$ 119.00
Alcohol Fee	\$ 100.00
Refundable Damage Deposit	\$ 500.00
Facility Attendant (101 people or more)	\$ 150.00
Total	\$ 2,794.00

Securing a Facility Use Permit

Securing a Facility Use Permit:

To reserve a date at the Finley Community Complex, email rentfinley@srcity.org or call (707) 543-3733. Please 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.

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 (see next page).

Rental Type	Damage Deposit		Down Payment*		Booking Amount Due	Remaining Fees Due
Multiple Complexes	\$1,000	+	\$1,000	=	\$2,000	30 days before event
Entire Complex	\$500	+	\$500	=	\$1,000	30 days before event
Person Auditorium (Large)	\$500	+	\$500	=	\$1,000	30 days before event
Room 5 / Oak Rooms	\$250	+	\$250	=	\$500	30 days before event
Multiple Rooms	\$250	+	\$250	=	\$500	30 days before event
Serving Alcohol	\$250	+	\$250	=	\$500	30 days before event
All Other Rentals	\$100	+	\$100	=	\$200	30 days before event

***If your Rental Fees are less than the required Down Payment then all Rental Fees will be due at the time of reservation.**

Payments: Made by cash, check, VISA, Discover or MasterCard only.

- **Credit card** payments may be made over the phone by calling 707-543-3737.
 - Please refer to your permit number. A receipt will be emailed to you.
- **Check** made payable to: "SRRP" (Santa Rosa Recreation and Parks).
 - Mail to: Finley Community Complex, 2060 W College Ave, Santa Rosa, CA 95401.
ATT: Finley Rentals
- **Pay in person** at Finley Community Center, 2060 W College Ave, Santa Rosa, CA 95401 (8am-6pm Monday-Friday).

Cancellations

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

Ongoing Rentals

Ongoing Reservation: Meetings or activities that occur on a weekly, bi-weekly or other regular basis. Reservations are issued in six (6) month agreements.

Damage Deposit - Required at time of rental booking. This deposit does not apply towards Rental Fees. Deposits for ongoing rentals will be refunded upon the completion of the contract. Damage Deposits do not carry over to the next rental contract and must be re-paid to the City for subsequent rentals.

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

The remaining rental fees may be set-up on a monthly payment plan with a Visa, Discover or MasterCard credit card and due thirty (30) days in advance of the rental month.

Ongoing Rental Cancellations: A 30-day-notice of cancellation by an on-going renter must be received in writing and acknowledged by the Facility staff.

Single Date Cancellation: Will result in a \$25 forfeiture.

Entire Reservation Cancellation: Cancellations will result in the forfeiture of the Down Payment.

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

Permit Holder, Vendor & City Staff Responsibilities

Permit Holder

- Ensure that all guests and hired vendors comply with the Facility Use Guidelines which are outlined in this guide.
- Coordinate delivery of additional equipment with the Facility Coordinator during operating hours.
- Supervise all individuals, including children, at the facility and adjoining property during event. City staff is not responsible for providing supervision.
- Bring supplies needed to decorate and operate the event. City does not supply tape, command hooks, kitchen equipment, office supplies or a laptop for presentations.
- Provide this guide to all vendors and individuals assisting with the event, including decorating, moving equipment, providing a service and clean up.
- Provide accurate event information to the Facility Coordinator no later than the pre-event meeting. This includes the layout of facility equipment. Not providing an equipment layout or changing the layout after the pre-event meeting may impact the amount of time needed for set up and decorating.
- Permit holder is responsible for securing and paying for bartenders.
- Act as the event contact the day of the event or provide a responsible contact person that will monitor the event and communicate directly with City staff on facility requests as well as issues, including removing unruly guests if necessary.
- Be present during entire event until all guests and vendors have left the building and staff has confirmed that each area has been cleaned appropriately or provide a responsible contact person.
- Report any personal injuries or property damage that occurs during use of the facility and adjoining property to the onsite staff immediately.
- Check with vendors and others who assist with event to make sure all City supplies, and equipment are returned to City Staff before leaving. Cost of replacing any missing items will be deducted from the deposit.
- Clean up all event remnants including spills and smears on the building or facility equipment and outside. Pick up and bag all trash generated by event. Leave all fixtures clean and in good working condition.
- Check/sign out with facility staff after clean-up to confirm exit time.
- Permit holder is responsible for securing and paying for security officers.

Permit Holder/Vendor Responsibilities

The permit holder will ensure vendors comply with all City policies, rules and guidelines, including the following:

- Inspect non-City equipment brought into the facility (personal, rental, decor, furniture, band & DJ equipment, etc.) upon arrival to ensure it will not damage the floor. Provide proper floor protection from abrasions or moisture as needed.
- Decorate, set up rental equipment, secure services, and clean up after the event, all within the time listed on the permit.
- Provide supplies such as bus tubs, carafes, towels, extension cords, etc.
- Place carpet over cords and under equipment as needed to protect floor.
- Become oriented with the facility during a pre-event meeting. City staff will be on site to answer questions.
- Maintain a clean station and collect belongings throughout facility for duration of event.
- Dispose of all ice and grey water in sinks, do not dump on landscape.
- Ensure the only flame used is the Sterno for chafing dishes, which must be monitored at all times. No indoor propane allowed.

Permit Holder, Vendor & City Staff Responsibilities

- Ensure that heating elements are not placed against the building wall (interior or exterior).
- Keep walkways accessible or when required use proper barricades around station for safety.
- Check with staff regarding power needs in kitchen (to prevent overloading the breaker).
- Food scraps and oil are to be disposed into garbage cans, not down the sink drains. There is no garbage disposal or dishwasher.
- garbage cans, not down the sink drains. There is no garbage disposal or dishwasher.

City Staff Responsibilities

- Set up tables, chairs, bars and other equipment as requested by the permit. If facility requires a change in setup during the event, (i.e. from the ceremony layout to the reception lay out), staff will *assist permit holder* in configuring the tables and chairs but will not be solely responsible for the turnover. It is the permit holder's responsibility to secure sufficient and capable assistance needed to lift and move all non-City equipment.
- Enforce department policies, rules and guidelines and ensure the event stays within the permitted times.
- Work with the permit holder (or assigned contact) to dismiss guests displaying inappropriate or disruptive behavior and any trespassers without an invitation to the event.
- City staff reserves the right to shut down event if false information was provided during the reservation process, or if at any time City staff feel the event is inappropriate for a public venue or unsafe for patrons or staff.
- Provide direction during clean up including the closedown of all vendor areas, provide approved cleaning supplies, and put away City equipment once cleaned.
- Confirm each area is sufficiently cleaned by the permit holder after event and email an event report to the Facility Coordinator, which includes the actual event end time and the final exit time after cleaning.
- Only City staff is allowed to control the AV equipment. At no time are permit holders, vendors, guests or the public allowed to adjust the City's equipment.

Facility Use Policy

Santa Rosa Recreation & Parks works diligently to ensure all events at The Finley Community Complex are designed to create a memorable event without impeding on the neighborhood or the facility. Guidelines are as follows:

Monitoring the Event

One or more individuals are required to monitor the event and stay in contact with City staff. This will keep the facility maintained and provide the opportunity to address situations before they become issues. If the permit holder is unable to act as the monitor, they must provide an alternate "event-day contact" during the pre-event meeting. It should be someone most familiar with the event details and trusted to make decisions when needed. This person will be expected to monitor the following for the permit holder:

- Event timeline
- Guests and alcohol consumption in approved areas
- Overly intoxicated guests
- Broken glass
- Safety concerns
- Floor & building damage prevention
- Un-maintained vendor areas
- Un-bussed tables
- Overflowing garbage
- Unattended valuables & equipment
- Guests moving equipment
- Litter inside and outside
- Noise level
- Restroom supply level
- Harassment (disruptive, belligerent or threatening behavior)
- Smoking
- Spills/moisture on the floor
- Loitering in parking lot outside
- Protect displayed art
- No playing on stage, stairs, elevator, or water feature

Facility Use Policy

Facility

- Bring your permit and provide it to the facility attendant when you check in on the day of your event.
- Room capacity and the number of guests will periodically be monitored and strictly enforced at the discretion of the City of Santa Rosa. It is possible that invited guests may arrive after capacity has been reached and not be allowed to enter. The number of guests (including children) may not exceed the number listed on your permit or the event will be shut down.
- Only one entry point/door will be allowed. All guests must enter through the same door. The City of Santa Rosa reserves the right to close the party to additional guests after 9pm, regardless if they were on the invitation list or if capacity has been reached. **Be sure to have your invited guests arrive before 9pm.** If you know of a specific guest that will be arriving after 9pm, please notify facility staff or security in advance.
- **Smoking** is not allowed in any City park, City facility, parking lot, or walkways. Smokers need to be on the sidewalk of College Ave or Stony Point Rd.
- Food and drinks are to be contained in the room(s) rented.
- City is not liable for lost or stolen items.

Children

- All children attending your event must be supervised and confined in the room(s), which is specified in your signed Permit. Under no circumstances are children allowed into any non-rented areas. The non-rented areas include, but are not limited to, the Finley/PSW Community Center court-yard, lobby, and grounds during non-business hours. Facility Staff will not supervise children.
- Additional rental fees will be assessed if at any time it becomes necessary for Facility Staff to respond because of a disturbance(s) caused by unattended children in your party outside the designated rental area.
- Throughout the entire event the Permit Holder is legally responsible for the behavior of all attendees. Children are not permitted to pick flowers, touch the artwork, climb on furniture, or play on or in the water feature, elevator, or electric doors.

DJs & Bands

- DJs or Bands may not connect to or adjust the pre-set audio-visual system. An improper connection, wattage calculation, equipment surge or adjustment may cause damage to the system. The permit holder may be liable for damage resulting from any unauthorized adjustments to this system.
- Cords may not be taped to the floor, regardless of the type of tape. Carpet should be placed over cords.
- Equipment should be checked for exposed metal and missing sliders and if needed placed on a carpet to protect the floor.
- All activities at the Finley Community Complex will observe the City's noise ordinance (chapter 17-16.170) including the use of amplified sound. Amplified sound within the community center must be kept at appropriate levels and not heard by neighbors when the doors are open or shut. Perimeter doors must remain closed during event.
- Band are only allowed in Person Auditorium (Large) and Room 5 (Small).
- Only City Staff are allowed in Person Auditorium sound booth.

Facility Use Policy

Decorating

To preserve the Recreation venue, it is the permit holder's responsibility to make sure all those assisting with set-up and decorating adhere to the following:

- Permit holder's decorations and set up plans require pre-approval by the Facility Coordinator.
- Permit holder may begin decorating and/or set-up based upon the time indicated on the Facility Use Permit.
- Floral arrangements and plant matter must be clean and pest-free and may not be set directly on the hardwood floor.
- **Not allowed:** Flame, smoke/fog machine, confetti, glitter, rice, straw, birdseed, helium balloons or bubbles. Smoke/fog machines will activate the fire alarm and balloons in the ceiling activate our motion sensors.
- **Do not use:** Nails, tacks, push pins, regular pins, staples, screws, glue, or masking tape on any surface, including walls, floors, doors, chairs or tables.
- **Only** Gaffers Tape or Blue Painters Tape can be used on any surface including walls, posts, doors, tables, chairs and floor.
- Alcohol **MAY NOT** be consumed by anyone who is assisting with set-up of equipment or assisting with cleaning up at the end of the event.
- Table legs should have appropriate sliders. Protection such as felt should be placed under items where needed. Never drag items across the floor or place any metal item directly on the hard wood.
- Items may not be hung off light fixtures.

Patio/Courtyard/Outside BBQ Areas

- Patio doors must remain closed while amplified sound is in use per noise ordinance.
- A tarp must be placed under Taco Carts or BBQ's. The permit holder is responsible for any damage to the cement. Taco Carts and BBQ's must be 20 feet from facility doorways. Only gas BBQ's are allowed. Oak room BBQ's must be located at end of ramp.
- Glass/ceramic is not allowed on the patio/courtyard.
- Littering in common areas is prohibited. Permit holder must keep fountain free of party debris. Additional charges may result from facility staff clean-up and damage to the fountain.

Security

The Facility Coordinator determines the number of security guards required at each event. Licensed security is required at any youth-oriented event providing alcohol. The permit holder is responsible for procuring and paying for licensed security guards. The Facility Coordinator will provide security company contacts upon request.

Equipment

City owned property and equipment may only be maintained or altered by City staff or authorized vendors. Use of equipment is available by request with appropriate charges. Approval is based on availability and appropriate use. Equipment may not be removed from facility to decorate in advance of event. City equipment damaged at event will be repaired by the City and charged to permit holder.

Facility Use Policy

Artwork

The City of Santa Rosa has been entrusted with the care of artwork throughout the Community Center. Any person, or persons (including children), whose behavior threatens or appears to threaten the collections, will be asked to leave the building.

Parking Lot

- No one will be allowed to loiter in the parking areas. No alcohol consumption allowed in parking areas.
- Parking is on a first-come, first-serve basis.
- Additional parking is located at the Finley Community Park parking lot.

Alcohol

- All alcohol must be delivered to the building prior to guests' arrival. Guests are not allowed to arrive with additional alcohol or leave with open containers during the event.
- Alcohol must be served in clear cups.
- Permit holder may provide beer and/or wine at the event. It must be delivered to the building prior to guest's arrival and consumed in the designated event space which does not include lobby, parking lot, sidewalks or street areas.
- **Hard liquor is not allowed.**
- Insurance is required for EACH DAY alcohol is consumed in the building.
- The equivalent of one full size keg (165 beers) and 2 bottles of wine per table are allowed at events up to 100 guests. Two kegs and/or additional wine may be approved for groups expecting between 100 and 250 guests. Additionally, 1 glass of champagne per adult will be allowed for a toast.
- Beer kegs and/or any liquid and ice are to be placed in leak-proof containers. City staff will provide a tub to keep beer kegs on ice and carpet with rubber matting to be placed under containers which will protect the floor from damage and moisture. **Any leaks or spills must be dried immediately.** Permit holders need to provide dispensers for non-alcohol drinks to be served by the bartender. Avoid allowing guests to pull beverages from the tubs, which will saturate the floor. Leak proof dispensers may be placed appropriately for guests to self-serve.
- Guests are to stay within the event area. Alcohol is prohibited outside, near parked cars and the street.
- Alcohol service must end at the last call (time is designated during the pre-event meeting) which is contingent upon the event end time. Last call will be no later than one before event end time.
- For youth-oriented events, alcohol service may not exceed four hours unless additional insurance is provided. Youth-oriented events serving alcohol require security.
- If selling tickets to an event at which alcohol will be provided or sold, an ABC license must be secured. The approved ABC license must be on site during the event.
- Bar area must be maintained and supervised during the event. Bar tops, back bar and floor are to be kept clean, organized and dry at all times. At no time should the bar be without a bartender while alcohol is accessible.
- City staff will not check IDs, monitor guest intoxication levels or be responsible for underage drinking. **The permit holder is responsible for following all regulations regarding the serving of alcohol.** (The City of Santa Rosa highly encourages the use of a licensed bartender).

Clean Up Responsibilities

Custodial Fee is **ONLY** for sanitizing, restocking of supplies and proper cleaning of the floor once clear of equipment and clean of debris. **To ensure a full refund of deposit, permit holder must address the following items:**

Event space

- Remove decorations and materials such as string and tape affixed to facility.
- Crush all boxes and place with recycling.
- Sweep hardwood floor where needed and remove all moisture.
- All garbage and trash is to be put into the proper trash and recycling cans. Contact staff to remove cans (before they overflow) from building into outside bin.
- Remove all items brought into facility.
- Wipe/mop spills.

Outside

- Remove decorations and equipment.
- Pick up trash and cigarette butts.
- Do not dump leftover ice, grease, and juice, on landscape.

Kitchen

- Using a rag or rubber scraper, scrape rented dishes clean of food debris over a garbage can before rinsing them in sink. Do NOT scrape food into sinks.
- Allow grease to cool and then dispose of it properly. Do not dump into sinks. Please report any stoppages to the facility staff.
- Once free of food remnants, place dishes back in original crates and leave in kitchen until picked up by Rental Company.
- Clean spills and food remnants off all surfaces, including walls, sinks inside/outside, and floor.
- Clean the food carts with water only.
- Remove all food, drink, garbage, boxes and recycling from facility, including refrigerator and freezer. Any items remaining will be removed by staff.
- Clean spills and food remnants from interior of the refrigerator, freezer and microwave.
- Contact staff to empty the trash cans before they become too heavy.
- Wipe down countertops. Sweep and wet mop kitchen floor as needed.
- Return all borrowed equipment.

Before Leaving

- Before vendors leave, check with staff for a list of borrowed equipment and return items to staff.
- Inform staff when each area is clean, so they can confirm it has been cleaned appropriately.
- Notify staff at final departure so they can lock all exterior doors. This is the official event end time that will be reported to the Facility Coordinator.



Event Planning Timeline & Checklist

ASAP

- Check the Finley Community Complex availability & acquire estimate **(see page 6 for sample estimate & procedures)**
- Reserve facility **(see page 7 for securing a facility use permit)**
- Book outside party vendors: entertainment, band, DJ, speakers, photographer, party planner, & caterer **(see page 11 for DJ & band guidelines)**
- Book security (if required) **(see page 12 for guidelines)**
- Contact insurance company (if using your own) **(call 543-3763 or email khatch@srcity.org for insurance requirements)**

4-6 Months

- Order invitations **(see page 2 for address/maps)**
- Plan decorations **(see page 12 for decoration guidelines)**

1-4 Months

- Create playlist, slideshow or other media for event. Reserve any extra equipment need **(see page 6 for equipment)**
- Plan entertainment for children **(see page 11 for children guidelines)**

30 Days

- Make final facility rental payment **(see page 7 for payments procedures)**
- Purchase beverages **(see page 13 for alcohol guidelines)**
- Schedule Pre-Event with Facility Specialist **(Call 543-3763 or email khatch@srcity.org)**
- Firm up guest list **(see page 11 for Facility guidelines)**

1-2 Weeks

- Pre-event **(see page 16 for Pre-event preparation list)**
- Finalize room diagram **(see page 4 for example set-ups)**
- Receive via email a copy of your insurance purchased by Facility Coordinator **(see page 6 for insurance procedures)**

Day of Event

- Upon arrival Permit Holder check-in with facility attendant **(call 291-0682 if attendant is not in office)**
- Set-up/decorate for your event **(see page 12 for decorating guidelines)**
- Check in with outside vendors & hired staff to make sure all rules & guidelines are being followed **(see page 9 for vendor responsibilities)**

During Event

- Monitor event **(see page 9-10 for Permit Holder responsibilities)**
- Have fun!!

After event

- Clean-up room(s) rented **(see page 14 for clean-up responsibilities)**
- Check out with facility attendant **(call 291-0682 if attendant is not in office)**

1-14 Days After Event

- Damage deposit refunded or resolved **(see page 7 for Damage deposit procedures)**
- Complete Customer Service Survey emailed to you.

Pre-Event Meeting & Checklist

- A **pre-event** meeting is highly recommended to be scheduled 30 days prior to event. The Facility Coordinator will discuss City policies to make sure each aspect of the event is in compliance with our rules and regulations.
- Permit holders are encouraged to bring key individuals, such as caterer, DJ, and the event-day contact to the pre-event meeting. This allows the permit holder to enjoy their special day, while assuring that everyone providing services or helping with the event is aware of the guidelines.
- The permit holder provides the Facility Coordinator with the **final event details such as the timeline, room design, AV needs, vendor information and the event day contact**. The City cannot guarantee facility equipment availability or placement if changes to the layout are made after this point.
- Last minute changes to the layout may cause additional staff time which will be charged to the permit holder.
- This is the final opportunity to make adjustments to the dates and times listed on the permit and brand the final payment. Staff are scheduled based on this information. Changes requested to the permit within 30 days of event might not be accommodated due to staff unavailability or the facility schedule. Changes that can be accommodated and result in an additional charge must be paid by credit card at the time of the request.
- To schedule the pre-event meeting, the permit holder is to confirm availability with the people involved and email the Facility Coordinator with several date options, preferable 30 days in advance of the event.

Pre-Event preparation list:

- 6 weeks before event – confirm availability with Facility Specialist for date options to schedule the pre-event meeting.
- Event Layout
- Event Timeline
- Final Guest Count
- Permit Date & Time Adjustments
- Audio Visual Requests
- Insurance (if providing own)
- Security Contract (if required)
- Parking Plan
- Final payment
- Vendor Information (below)

Event Day Contact:

Contact name:

Contact cell:

Catering Company:

Contact name:

Contact cell:

Bartending Service:

Contact name:

Contact cell:

Quantity of beer:

Quantity of wine:

Security Service:

Contact name:

Contact cell:

Band/DJ:

Contact name:

Contact cell:

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: _____	