

How to Rent a Room At Finley Community Complex

1. **Review** the Rental Guide to make sure this venue can accommodate your event & to determine which room(s) you prefer.
2. **Create** your own estimate using the Price Sheet for your preferred room(s).
3. **Inquire** about room availability at the Finley Community Center Complex front desk or at rentfinley@srcity.org.
4. **Fill** out the Rental Application and submit it to the Front Desk or to rentfinley@srcity.org.

The Rental Team will review your application and contact you within 2 business days regarding your permit approval.

5. **Payment** of the Damage Deposit and a non-refundable Down Payment plus signature of the Permit and Facility Use Agreement form are required at the time of booking.

Thank you,

