

Mentor Me Cavanagh Recreation Center
426 8th Street | Petaluma | CA | 94952 | 707-778-4978 | F: 707-778-1176

RESERVING THE CAVANAGH

ALL FORMS MUST BE COMPLETED, SIGNED AND INITIALED IF APPLICABLE

ITEMS THAT MAY BE REQUIRED WHEN RESERVING THE FACILITY:

- Facility Rental Application and Conditions of Facility Use
- Alcohol Policy
- Private Security Policy
- Deposit
- Fees
- Insurance
- Security
- Alcohol Beverage Control Permit (ABC)

STEPS TO RESERVE THE FACILITY:

Day of Booking:

- Complete Facility Rental Application
- Initial and Sign Conditions of Facility Use
- Sign Alcohol Policy (if required)
- Sign Private Security Policy (if required)
- Pay Deposit and Rental Fees in full

Due 30 Days Prior to Event:

- Pay Rental Fees in Full
- Complete and turn in Facility Diagram
- Turn in Insurance Certificate
- Turn in copy of Security Contract (if required)
- Turn Alcohol Beverage Control Permit (ABC) (if required)

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DESCRIPTION OF FEES

DEPOSITS – ALL ROOMS

Deposit is due at the time of Contract signing. It does not apply toward room reservation fees. Deposit will be refunded in its entirety after the event if there is no property damage and/or additional cleaning required. Athletics Only reservations do not require a deposit.

	Without Alcohol	With Alcohol
Gym (Athletics Only)	No Deposit Required	No Deposit Required
Gym (Event Space)	\$200	\$300
Art Room	\$200	\$300
Student Lounge	\$200	\$300
Craft Room	\$200	\$300
Kitchen	\$50	\$50

ROOMS & FEE CHART

Hourly	Non-Profit/ Schools/ City of Petaluma	Individual	Business
Gym (Athletics Only)	\$21	\$21	\$21
Gym (Event Space)	\$85*	\$100*	\$175*
Game Room	\$65*	\$80*	\$120*
Student Lounge	\$30	\$40	\$65
Art Room	\$30	\$35	\$50
Kitchen (add on)	\$15	\$15	\$25

(*) Additional Building Attendant(s) fee may be required and charged based on the nature of your event.

Your reservation time should include set up and clean up time

RENTAL CATEGORIES

NON-PROFIT/SCHOOLS/ CITY OF PETALUMA- For events or activities hosted by non-profit organizations, schools or the City of Petaluma.

INDIVIDUAL- Any event, program or activity being hosted by an individual(s).

BUSINESS- Any business or company that does not qualify as a non-profit organization.

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DESCRIPTION OF FACILITIES

GYM (For Athletics Only) 9600 Square Feet, Max Occupancy: 409

Seating Options: Bleachers for Athletics spectators.

From table tennis to basketball, volleyball and even the occasional dance groups, many fitness and athletic activities happen in this well-ventilated gym. It is equipped with non-glare windows that allow our occupants great lighting and visibility!

GYM (For Events Space) 9600 Square Feet, Max Occupancy: 409

Seating options: Banquet, Board, Classroom, Hollow Square, Theatre, U-Shaped, Open/ No Seating

When free of sports programs and other fitness groups, our gym is transformed into quite the event space. With high ceilings and non-glare windows, it is the ideal space for any type of event needs. It is the perfect place for receptions, birthday celebrations, conferences and study/ test taking halls.

GAME ROOM, 1600 Square Feet, Max Occupancy: 80

Seating options: Banquet, Board, Classroom, Hollow Square, Theatre, U-Shaped, No Seating/ Open

You can turn our game room into the perfect setting for your smaller events. Kitchen available for an additional fee.

STUDENT LOUNGE, 500 Sq. Ft., Max Occupancy: 49

Seating options: Board, Classroom, Theatre, No Seating/ Open

The swanky student lounge is great for meetings, small workshops or film screenings.

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FACILITY RENTAL APPLICATION

Reservations are on a first-come, first-served basis. Your reservation date is not confirmed until reviewed by the Cavanagh Site Coordinator in charge of facility.

Reservation Date(s) and Time(s): _____

Customer Information

Contact Person	
Company Name	
Primary Phone	
Secondary Phone	
Street Address	
City, State, Zip	
Email	
Company Website	
Select group type:	
<input type="radio"/> Non-Profit/ Schools/ City of Petaluma	
<input type="radio"/> Individual	
<input type="radio"/> Business	

Event Information

Name of Event	
Date of Event	
Attendance	Adults (Over 21): _____ Minors (Under 21): _____ Total of Guests: _____ <i>(Include participants, guests, exhibitors, volunteers, performers, employees, etc.)</i>

Facility(s) Use *Check all spaces that you will be renting during your event*

<input type="radio"/> Gym (Athletics Only)	<input type="radio"/> Art Room
<input type="radio"/> Gym (Events Only)	<input type="radio"/> Kitchen (add on)
<input type="radio"/> Game Room	<input type="radio"/> Bar (add on)
<input type="radio"/> Student Lounge	

Please include a brief description of your event. If your event is a fundraiser or community event please include a complete agenda/ description of your event:

Circle Answer

Is this event open to the public?	Yes	No
Is this event a fund-raiser?	Yes	No
Will admission be charged or sold to attend the event?	Yes	No
Will alcohol be served?	Yes	No
Will alcohol be sold?	Yes	No
Will you have a commercial caterer?	Yes	No
If yes, please list company name & phone:		

RESERVATION/ DEPOSIT/ REFUND

- A \$200 deposit is required for any facility rental and is due upon Facility Use Contact signing. An additional \$100 deposit will be required when serving alcohol.
- The deposit will be refunded in its entirety if there is no property damage and/or additional cleaning required
- No deposit required for Athletics Only reservations

CANCELLATION/ RESCHEDULING

- Cancellation must be made 30 days prior to event for full refund of deposit. Cancellation outside of the 30-day-prior range is subject to forfeiture of 100% of the deposit.
- A \$25 processing fee will be charged for any cancellation, refund, and or/re-scheduling of an event.
- The staff of the Mentor Me Cavanagh Recreation Center must be notified at least 10 days in advance if: 1. the nature of event has changed 2. The number of participants has changed. MMCRC Administrative Staff reserves the right to disapprove of any such changes.

RENTAL FEES

- All fees are due and payable 30 days prior to scheduled use
- Failure to meet this deadline may result in cancellation of the permit and forfeiture of deposit and/or fees paid

SET UP/ CLEAN UP

- Set up & clean up time must be included in reservation
- Rentee is responsible for leaving the room(s) clean and orderly and agrees to charges for any damage(s) caused to the facility as a result of the activity/event. Any security deposit will be partially or completely forfeited if the facility is not left clean and orderly. Damages to MMCRC property will incur charges.
- All decorations, signs and banners must not be affixed using nails, screws or staples. All decorations must be completely removed, including any tape

SIGNATURE

DATE

PRINTED NAME

APPROVED BY

DATE

PRINTED NAME

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FACILITY USE CONTRACT

DATE(S) & TIME(S) OF FACILITY USE:

PERSON(S) IN CHARGE, NAME & PHONE:

ORGANIZATION:	TAX ID:
ADDRESS:	
PHONE:	FAX:

ROOMS USED:	EQUIPMENT:
RESTRICTIONS:	
STAFF REQUIRED?	HOURLY STAFF FEE (\$18 P/H) (HOLIDAYS: \$27 P/H) :
DEPOSIT REQUIRED:	DATE:
PROOF OF INSURANCE DATE REQUIRED:	DATE:
ALCOHOL LICENSE REQUIRED?	DATE:

HOLD HARMLESS AND RELEASE AGREEMENT

IN CONSIDERATION OF PARTICIPATION IN THIS RENTAL, THE RENTEE AGREES TO INDEMNIFY AND HOLD HARMLESS, AND TO RELEASE, WAIVE AND DISCHARGE, MENTOR ME CAVANAGH RECREATION CENTER, ITS AGENTS, OFFICERS, EMPLOYEES AND ANY COMMUNITY ORGANIZATION CO-SPONSORING THE PROGRAM, FROM ANY AND ALL LIABILITY TO ANY PERSON OR ENTITY FOR ANY INJURY, INCLUDING DEATH OR PROPERTY DAMAGE ARISING OUT OF OR IN ANY WAY CONNECTED WITH PARTICIPATION BY THE UNDERSIGNED OR SOLE WILLFUL OF MISCONDUCT OF MENTOR ME CAVANAGH RECREATION CENTER'S OFFICIALS OR EMPLOYEES.

1. I HAVE READ THE ABOVE HOLD HARMLESS AND RELEASE AGREEMENT AND FULLY UNDERSTAND THAT I ASSUME ALL RISKS FOR ANY INJURIES AND PROPERTY DAMAGE SUFFERED.
2. MY SIGNATURE BELOW SIGNIFIES THAT: I AM 21 YEARS OF AGE OR OLDER; I AGREE TO ABIDE BY ALL THE CONDITIONS OF MMCRC FACILITY USE POLICIES; AND I AGREE TO PAY ALL COSTS TO MMCRC THEY MAY INCUR AS RESULT OF ANY FAILURE TO FULLY COMPLY WITH THESE CONDITIONS

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SIGNATURE	TITLE	DATE

FACILITY RENTAL FEE:	KEY ISSUED:
REFUNDABLE FACILITY RENTAL DEPOSIT:	ALARM ISSUED:
STAFF FEES:	KEY RETURNED:
OTHER FEES:	ALARM CANCELLED:
TOTAL:	

MMCRC STAFF SIGNATURE: _____ TITLE _____ DATE: _____

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CONDITIONS OF FACILITY USE

1. A Certificate of Insurance must be provided in the amount of the \$1,000,000.00 naming Mentor Me Cavanagh Recreation Center (MMCRC) as additional insured. Due one week prior to event.
2. The name(s) of the person(s) in charge of any function must be provided to MMCRC.
3. Deposit is due upon signing the Facility Use Contract. Deposit will be refunded in its entirety if there is no property damage and/or additional cleaning required.
4. All garbage, decorations and personal property must be removed after the facility use. MMCRC is not responsible for setting up and breaking down any tables and chairs used during an event.
5. Security must be provided for any event with alcohol and/or parties exceeding (100) guests.
6. No smoking is allowed inside the MMCRC.
7. An individual or organization wanting to use the facility must read and sign a Hold Harmless Agreement. Failure to do so nullifies this contract.
8. MMCRC reserves the right to refuse use of facility or equipment, for any reason.
9. The Gym for Event Space and Game Room have a 4 hour minimum charge. The Student Lounge and Art Room have a 2 hour minimum charge. There is no minimum charge for the Gym for Athletics.
10. NO EVENTS CAN EXTEND BEYOND 10 PM.
11. No individuals associated with your event will be allowed to enter or remain in the facility before or after times reserved.
12. All admitted must accept the facility and areas in the condition found. MMCRC makes no warranty as to safety and usability of the facility beyond that afforded to the general public.
13. If local police respond to a call involving any use of the facility, one hundred dollars (\$100) will be forfeited from the deposit.
14. Losing one or any of the MMCRC's keys will result in \$100.00 fine which includes key replacement fee.
15. A pre and post event "walk-through" of the areas being used will be conducted with MMCRC staff, to inspect for damages or clean-up discrepancies. Any such damages or discrepancies to MMCRC's property must be resolved, or the cost of cleaning or reparations from the deposit will be forfeited. If the cost of reparations or cleaning exceeds the deposit amount, the differences must be paid to MMCRC upon presentation of receipts showing the costs of repairs.
16. Any marketing materials, advertising, flyers, etc. used in conjunction with an event held on site, must be pre-approved by the Executive Director of MMCRC. This is to insure proper use of MMCRC's name and logo.

_____ SIGNATURE	_____ DATE
_____ PRINT NAME	
_____ EXECUTIVE DIRECTOR	_____ DATE