

Mentor Me Cavanagh Recreation Center
426 8th Street | Petaluma | CA | 94952 | P: 707-559-3517 | F: 707-778-1176

FACILITY RENTAL APPLICATION

Reservations are on a first-come, first-served basis. Your reservation date is not confirmed until approved by the
MMCRC Facilities Administrator.

Reservation Date:
Hours of Rental: (set-up and clean-up time MUST be included)

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

Name of Event	
Date of Event	
Attendance	Adults (Over 21): _____ Minors (Under 21): _____ Total 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)	<input type="radio"/> Art Room
<input type="radio"/> Gym (Events)	<input type="radio"/> Student Lounge
<input type="radio"/> Gym (Youth Birthday Party)	<input type="radio"/> Kitchen (add on)
<input type="radio"/> Game Room	

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 Answers

Is this event open to the public?	Yes	No
Is this event a fundraiser?	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:		

How did you hear about rental opportunities at the Cavanagh Center?

RESERVATION/ DEPOSIT/ FEES

- A \$200 deposit is required for any facility rental and is due upon Facility Usage Contract 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 is required for Athletics Only reservations
- All rental fees are due upon receipt of contract and invoice.

CANCELLATION/ RESCHEDULING

- The staff of the Mentor Me Cavanagh Recreation Center must be notified in advance if:
1: The nature of event has changed and/or 2: The number of participants has changed and/or 3: The length/time of reservation, including set-up and clean-up has changed. Reservation MMCRC Administrative Staff reserves the right to disapprove any such changes.
- Mentor Me does not guarantee refund of rental fees due to cancellation.

SET UP / CLEAN UP

- Set up & clean up time must be included in reservation
- Renter 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 be affixed using paint-friendly tape. NO nails, screws or staples. All decorations must be completely removed, including any tape.

INSURANCE

- Renters must provide a Certificate of Insurance for the day of the rental in the amount of \$1,000,000 naming **Mentor Me** as the certificate holder.
- If alcohol is being served, renter must also provide proof of Host Liquor Liability Insurance.

SIGNATURE | DATE

PRINTED NAME

APPROVED BY | DATE

PRINTED NAME