

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

## **RESERVING THE CAVANAGH**

If you are interested in renting space at the Mentor Me Cavanagh Recreation Center, you will first want to check on availability. The best way to do this is to email Facility Manager Chris Bell with your specific dates, times and room preference. The next step is to fill out a rental application (available [here](#)). Once your application has been processed by the Facility Manager, we will send your contract and invoice as well as our “Conditions of Facility Usage” (which contains most of our fine print). Before your rental can take place, Mentor Me must have received all of the following:

- Signed Contract
- Signed “Conditions of Facility Usage” form
- Payment in full for the rental
- Deposit (this may be waived for some gym rentals)
- Insurance documentation
  - Or in the case of some gym rentals, “Hold Harmless” waivers signed for every participant
- Alcohol Beverage Control Permit (if applicable – from ABC)

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## DESCRIPTION OF FACILITIES

### **GYM (Athletics Only) 9600 Square Feet, Max Occupancy: 123**

From table tennis to open gyms to youth sports leagues and senior exercise classes, our gym is perfect for all your athletics needs. It has a regulation basketball court, volleyball equipment and bleacher seating.

### **GYM (Event Space) 9600 Square Feet, Max Occupancy: 409**

When free of sports programs and other fitness groups, our gym is ideal for larger trainings, fundraisers or other events. The gym is equipped with A/V setup with a large screen on one wall. We also have a stage, folding tables and over 300 chairs available for use. (Please note we do *not* have enough tables to seat large parties, but ours may be useful for check-in, buffets, etc.)

### **GYM (Youth Birthday Party) 9600 Square Feet, Max Occupancy: 123**

This is the perfect space for an active or sports-themed birthday party. We have tables and chairs available for gifts and refreshments, and we can even throw in use of our scoreboard!

### **GAME ROOM, 1600 Square Feet, Max Occupancy: 99**

Our game room features two pool tables, ping pong, foos ball and air hockey! It's a great space for company or family parties, larger meetings and smaller fundraisers. This room also has complete A/V set up, with a pull down screen on one wall. The Kitchen is included for no charge with Game Room rental.

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

Our Student Lounge is great for meetings, trainings or film screenings. Includes A/V setup with pull down screen.

### **ART ROOM, 780 Sq. Ft., Max Occupancy: 49**

Our bright and spacious art room has three large high tables and stools, ample counter space and two sinks. It's obviously perfect for art classes but has also been used for birthdays and meetings. (We can provide A/V setup in this room, but it will be on a smaller mobile screen.)

**MMCRC does not provide arts or craft supplies. Client is responsible for supplying the needs for their events.**

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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 | N/A                 |
| Gym (Event Space)          | \$200               | \$300               |
| Gym (Youth Birthday Party) | \$200               | N/A                 |
| Game Room                  | \$200               | \$300               |
| Student Lounge             | \$200               | \$300               |
| Art Room                   | \$200               | \$300               |
| Kitchen                    | No deposit required | No deposit required |

### ROOMS & FEE CHART

|                                      | Non-Profit/ Schools/<br>City of Petaluma (Hourly) | Individual<br>(Hourly) | Business<br>(Hourly) |
|--------------------------------------|---|------------------------|----------------------|
| Gym (Athletics Only)                 | \$25  | \$25                   | \$25                 |
| Gym (Event Space)                    | \$85  | \$100                  | \$175                |
| Gym (Youth Birthday Party)           | N/A   | \$40                   | N/A                  |
| Game Room                            | \$50  | \$60                   | \$80                 |
| Student Lounge                       | \$35  | \$40                   | \$60                 |
| Art Room                             | \$35  | \$40                   | \$60                 |
| Kitchen (add-on to Gym Event rental) | \$15  | \$15                   | \$25                 |

### ALL DAY FEES

|                        | Non-Profit/Schools/City of<br>Petaluma | Individual | Business |
|------------------------|--|------------|----------|
| Gym (Event Space Only) | \$550                                  | \$650      | \$1,000  |
| Game Room              | \$450                                  | \$500      | \$700    |
| Student Lounge         | \$250                                  | \$300      | \$350    |
| Art Room               | \$250                                  | \$300      | \$350    |