

STEPPING STONE PLACE

1221 Monaco Court

Stockton, CA 95207

Phone: (209) 948-3295

Facilities Use Request

Our facilities are here to promote and encourage a positive sense of community, involvement and growth. Activities which do not, in our opinion, meet that criteria will not be approved. All requests for use of these facilities will be considered by the Executive Director of Operations (EDO).

Name of User Group: _____ Name of Contact Person: _____

Complete Address: _____

Daytime Phone #: _____ Evening Phone #: _____ Fax #: _____

Circle item(s) requested: Tables (___Rectangle - 6ft., ___4ft.) Chairs (#___) Microphone White Board Piano
 Projector System Water Coffee (___gal.) Tea (___gal.) Surge Protector

Details of items requested: _____

Number of people expected: _____ Age Group(s) _____ Will this be a catered event? ___Yes ___ No
 Please describe the event or activity _____

Any important details: _____

Do you plan to serve refreshments? ___Yes ___No Will there be alcohol? _____ (Insurance Required & NO minors present)
 Customer acknowledges responsibility of obeying all regulations set forth in Use Contract of Stepping Stone Place and for any damages incurred. (Initial) _____

One Time Only: Weekly:	<table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td>Mon</td><td>Tues</td><td>Wed</td><td>Thu</td><td>Fri</td><td>Sat</td><td>Sun</td> </tr> <tr> <td>Mon</td><td>Tues</td><td>Wed</td><td>Thu</td><td>Fri</td><td>Sat</td><td>Sun</td> </tr> </table>	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Date: _____
Mon	Tues	Wed	Thu	Fri	Sat	Sun										
Mon	Tues	Wed	Thu	Fri	Sat	Sun										

The Estimated Use Fee (outlined below) is due _____. No event will be placed on the calendar until the Estimated Use Fee has been paid. If a deposit is accepted by the EDO, the balance will be due one week before the event. **Advertising is not permitted until all items (Estimated Use Fee, Signed Contract and Certificate of Insurance – if applicable) have been received.** Stepping Stone Place reserves the right to cancel at any time prior to receiving the Estimated Use Fee and Certificate of Insurance.

The fee schedule is based on a two-hour minimum.

Actual fee will be determined by the actual time the facilities are utilized but in no case will be less than the two-hour minimum. Actual time will be calculated by Stepping Stone Place Staff on duty. If USER cancels, Stepping Stone Place will refund Estimated Use Fee, less \$50 administrative costs.

Room(s) Requested – Minimum 2 Hrs.	Per Hr – NO Food	Per Hr - Food	Est. Use Fee	Deposit Amount
SET-UP TIME is charged at	\$40			
Meeting Room & Utility Room - up to 50 people	\$50	\$65		
Meeting Room & Utility Room - up to 90 people	\$55	\$75		

For Office Use Only

Master Calendar reviewed _____ Comments: _____

Security Required? ___Yes ___No

Enter on Calendar: ___Master ___Web

Payment Information _____ Date _____