

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 Contact Person _____ Group Name _____

Complete Address _____

Daytime Phone # _____ Evening Phone # _____

Circle item(s) requested: Tables (___Rectangle - 6ft. ___Rectangle - 4ft. ___Round - 6ft.) Chairs (#___)
 Microphone White Board Piano Projector System Water Coffee (___gal.) Tea (___gal.)

Details of items requested _____

Number of people expected: _____ Age Group(s) _____ Please describe the event or activity _____

Do you plan to serve refreshments? ___Yes ___ No **No alcohol is permitted on the premises.**

Customer acknowledges responsibility of obeying all regulations set forth in Use Contract of Stepping Stone Place and is responsible for any damages incurred. **(Initials required)** _____

One Time Only: What Day? _____ **Date:** _____

Weekly: What Day? _____

Monthly: Week: 1 2 3 4 5
 Day: Mon Tues Wed Thu Fri Sat Sun

Times: Start: _____ End: _____ am/pm

No event will be placed on the calendar until the Estimated Use Fee has been paid. If a deposit is accepted by the Event Director instead of the Estimated Use Fee, **the balance will be due at least Five Days before the event.** Advertising is not permitted until all items (Estimated Use Fee, Signed Contract and Certificate of Insurance – if applicable) have been received. **Any Additional Charges incurred on the day of the event are due at the end of the event.** Stepping Stone Place reserves the right to cancel event at any time prior to receiving the Estimated Use Fee and Certificate of Insurance.

The Fee Schedule is listed on a below per hour basis (with a 2-hour minimum requirement).

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 \$75 administrative costs up to 1 week before event. After that date the Estimated Use Fee less \$100 will be refunded to User.

Room(s) Requested – Minimum 2 Hrs.	Per Hr – NO Food	Per Hr - Food	Est. Use Fee	Deposit Amount
Meeting Room & Utility Room	\$70	\$80	\$ _____	
Cleaning/Security Deposit – Partial/Full Deposit may be returned at end of event <i>if</i> the facility is left in the same condition it was received in.	\$ _____	\$ _____	\$ _____	\$ _____
A Non-refundable cleaning fee is required for large events.				

For Official Use Deposit Required? ___Yes ___No Event Security Required by Customer? ___Yes ___No

Payment Information _____ Date _____