

# 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 #: \_\_\_\_\_

List room(s) requested: \_\_\_\_\_

Circle item(s) requested: Tables (\_\_\_Rectangle - 6ft. \_\_\_4ft. Round \_\_\_) Chairs (#\_\_\_) Microphone White Board Piano  
Projector System Water Coffee (\_\_\_gal.) Tea (\_\_\_gal.) Sound Technician (\$35 per hour)

Details of items requested: \_\_\_\_\_

Number of people expected: \_\_\_\_\_ Age Group(s) \_\_\_\_\_ Please describe the event or activity \_\_\_\_\_  
Will this be a catered event? \_\_\_Yes \_\_\_No

Do you plan to serve refreshments? \_\_\_Yes \_\_\_No Will there be alcohol (insurance required)? \_\_\_\_\_

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:** Mon Tues Wed Thu Fri Sat Sun  
**Weekly:** Mon Tues Wed Thu Fri Sat Sun      **Date:** \_\_\_\_\_  
**Monthly:** Week: 1 2 3 4 5  
Day: Mon Tues Wed Thu Fri Sat Sun  
**Times:** Start: \_\_\_\_\_ End: \_\_\_\_\_ am/ pm

**The Estimated Use Fee (indicated 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 Event Director instead of the Estimated Use Fee, **the balance will be due at least three 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 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 two-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 \$50 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 - up to 50 people	\$50	\$65		
Meeting Room & Utility Room - up to 70 people	\$55	\$75		
Coffee – 1 gallon (w/cream, sugar, etc.)		\$25		
Tea – 1 gallon (w/cream, sugar, etc.)		\$20		
Cleaning Deposit – <b>Deposit may be returned at end of event <i>If the facility is left in the same condition it was received in.</i></b>	\$ _____	\$ _____		
<b>A Non-refundable cleaning fee will be required for large events.</b>	\$ _____	\$ _____		

For Official Use      Deposit Required? \_\_\_Yes \_\_\_No      Event Security Required by Customer? \_\_\_Yes \_\_\_No

Payment Information \_\_\_\_\_ Date \_\_\_\_\_