

Policy and Procedures – Reservation and Rental by CA Chartered Clubs, Special Interest Groups and Neighborhoods

1. Purpose: This Appendix prescribes the specific rules and fees pertaining to reservation and rentals by CA Chartered Clubs and Special Interest Groups (SIG's) of Chartered Clubs as well as official Neighborhood events.

2. Specific Rules and Deposits:

- a) In accordance with the CA's Chartered Club Guidelines; Chartered Clubs and SIG's and Neighborhoods will pay fees as shown below.
- b) Chartered Clubs and SIG's and Neighborhoods will be charged for the use of special equipment, special setups or teardowns including regular and overtime labor associated with the event.
- c) Chartered Clubs and SIG's and Neighborhoods renting facilities for profit generating revenue are required to pay a set-up fee of \$200. per day.
- d) Any technical or dress rehearsals requiring additional room usage will be scheduled on a space available basis only and subject to being changed except during the two weeks prior to the event. Existing room setups will be utilized during rehearsals in order to minimize room transition times.

3. Fees.

Standard Rental Fee Schedule (Room Charges Only).

<u>Facility</u>	<u>Capacity</u>	<u>Fee</u>
SC Six Flags Ballroom	600	No Charge
SC American Room	72	No Charge
SC French/Texas Room	64	No Charge
SC Spanish Room	400	No Charge
SC Patio	75	No Charge
SC Conference Room	10	No Charge
Pavilion	200	No Charge
The Oaks	100	No Charge
AC Meeting Rooms 1 & 2	20	No Charge
AC Meeting Rooms 3 & 4	22	No Charge
AC Atrium	104	No Charge
AC Conference Room	10	No Charge
Bocce / Hawks patio area	28	No Charge

SC – Social Center AC – Activities Center