

**Policy and Procedures – Reservation and Rental
by Community Service Groups and CA Employees**

1. Purpose: This Appendix prescribes the rules and fees pertaining to reservation and rental by community service groups and CA employees.

2. Specific Rules and Deposits:

- a) Community service groups are defined as non-profit civic, charity, educational and political associations and religious groups. The decision to designate any organization, association or group as a community service group rests with the CA Executive Director or his designated agent(s). These groups and CA employees will pay fees as shown below.
- b) Community service groups and CA employees will be charged for the use of special equipment, special setups or teardowns including normal and overtime labor associated with the event.
- c) Community service groups and CA employees renting facilities for profit generating revenue are required to pay a refundable damage deposit fee of \$200.

3. Fees.

Standard Rental Fee Schedule (Room Charges Only).

Facility	Capacity	Fees	
		Exclusive	Open
Six Flags Ballroom	600	\$150/hr	\$75/hr
SC American Room	72	\$25/hr	\$12.50/hr
SC French/Texas Room	64	\$25/hr	\$12.50/hr
SC Spanish Room	400	\$100/hr	\$50/hr
SC Patio	75	\$25/hr	\$12.50/hr
SC Conference Room	10	\$7.50/hr	\$3.75/hr
Pavilion	200	\$37.50/hr	\$18.75/hr
The Oaks	100	\$50/hr	\$25/hr
AC Meeting Rooms 1 & 2	20	\$12.50/hr	\$6.25/hr
AC Meeting Rooms 3 & 4	22	\$12.50/hr	\$6.25/hr
AC Atrium	104	\$25/hr	\$12.50/hr
AC Conference Room	10	\$7.50/hr	\$3.75/hr
Bocce / Hawks patio area	28	\$10.00/hr	\$5.00/hr

SC – Social Center AC – Activity Center