

Rent a City Facility - Use Form

Please read this document: [Facility Use Agreement, Charges and Facility Rules and Applicant's Responsibilities](#).

[Facility Use Policy - Auditorium & Community Center](#)

[Facility Use Policy - Cribbs Field & Snack Shack](#)

[Facility Use Policy - Historic Grammar School](#)

You will be asked to agree to the stated rules and responsibilities when filling out the online form below.

Once you have read the above document, please fill in and submit the form below.

PLEASE NOTE: Key pick up is at City Hall, 18 Main St., Sutter Creek. Weekend reservation key pick up is by 4 pm on Thursday.

You must have JavaScript enabled to use this form.

Facility / Event Information

Name of Facility

☐ Auditorium
☐ Community Center
☐ Grammar School - Dance Studio
☐ Grammar School - Front Room
☐ Grammar School - Classroom
☐ Grammar School - Kitchen
☐ Cribbs Field & Snack Shack

Date / Time

Date / Time: Date

Date / Time: Time

Please enter the the start time of your reservation.

Duration of Reservation (number of hours total, including set up, event and clean up)

Sponsoring Organization or Individual

Type of Event

Expected Attendance

A Fee, Collection, or Solicitation

- ☐ Will be made
- ☐ Will not be made

Amount of Fee, Collection, or Solicitation

Mark "0" if no fee is collected.

Food

- ☐ Will be served
- ☐ Will not be served

Food

- ☐ Will be sold
- ☐ Will not be sold

Alcohol

- ☐ Will be served
- ☐ Will not be served

Alcohol

- ☐ Will be sold
- ☐ Will not be sold

Facilities Fee

Utilities Fee

Kitchen Use Fee

Kitchen Use Fee applies for use of the Auditorium or Community Center kitchens.

Refundable Cleaning/Security Deposit (\$250)

Refundable Key Deposit (\$25)

TOTAL (Add all of the above 5 fees.)

Insurance

- ☐ I will provide an Insurance Certificate with Endorsement
- ☐ I need to purchase an Insurance Certificate with Endorsement

Please check both boxes below.

- ☐ I have read and agree to the Facility Use Policy for my selected facility.

Please check both boxes below (2)

- ☐ Yes, I certify that I have read and agree to the Facility Use Agreement and agree to abide by said rules and regulations. If I fail to do so, the group(s) may be evicted from the rental premises.

Find the Facility Use Agreement at the top of this web page.

Contact Information

First Name

Last Name

Contact Information

Email

Phone

Address

Address 2

City/Town

State/Province

- Select -

▼

ZIP/Postal Code

Today's Date

Pay Information

To secure the key and cleaning deposit, please note that a credit card will be required at key checkout.

Submit Button

I understand that pressing the submit button is the same as signing the document.

☐ Yes

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Submit