

4718 N. Polk Ave
Fresno, CA 93722

Date of Event:

Event Type:

Facility Use Form— External

Facilities Needed: (please check all that you plan to use.)

- Event/Multi Purpose Room
- Conference /Meeting Room
- Breakroom Use
- Outside event
- Other _____

Room Set Up: Please use the space below to describe the desired arrangement of room(s)



Sound Equipment Needed: *see pricing sheet

- Projection Screen/DVD Projector
- Corded Microphone /stand
- Portable Sound System
- Floor Podium/Lectern
- Vocalist
- Musician

(*additional charge/ subject to availability)

Equipment Needed:

- Banquet Tables # Needed _____
- Seminar Tables # Needed _____
- Folding Chairs # Needed _____
- Other: _____

Donation for Event:

Donation Fee: For the purpose of cleaning up, utilities, wear and tear, etc. HCCD accepts cash or checks made out to Highway City Community Development. . HCCD is a non-profit organization.

Contact Information/Renter Information: Organization-

Contact Person:

Contact Telephone:

Contact Address:

Contact e-mail:

Event Title:

Event Date:

If wedding- rehearsal date:

If recurring- start/end date:

Event Time- Start/End

Set up/Clean up Time:

If wedding-rehearsal time:

Details:

Fee total: _____

Fee paid date _____

Deposit: _____

Deposit paid date _____

Conference Room: Occupancy 14-16 with up to 4 tables / 30 chairs only

Multi Purpose Event Room: 166 tables/chairs 200 chairs only

Doc's Received from Provider(s):

Itinerary Updated:

Insurance Updated:

Dates Amount

Doc's to Client (Date):

Doc's delivered by:

Office pick up FedEx USPS

Special Notes



All event dates are subject to availability. An email confirmation will be sent to you confirming all aspects of use (equipment, talent and facilities).

Please note that you are entirely responsible for set-up and clean-up, unless you have agreed to pay the fee of \$_____ for clean up service.

Tables and chairs must be restored to original settings. All trash must be removed, and taken out to trash cans provided.

This reservation is not confirmed until the "Use of Facility Form" is signed, and returned.

Requires a liability policy of \$1 million dollars naming Highway City Community Development & The Granville-Teague Community Resource Center as additional insured. It is an express term of this agreement that the Renter indemnifies the Center/HCCD for any cost or damages of any kind incurred by the Center as a result of the rental of the facility by the Renter.

Granville-Teague Community Resource Center will not be responsible for any loss or damages of valuables. You as a renter will be responsible for any damage to the premises including fixtures, furniture, and and other items within the contract. You are liable for the reasonable cost of replacement and/or repairs inside and out of the building and parking lot.

It is the responsibility of the renter to clean any gum off the floor. Food/Drinks (except water) are not allowed in carpeted areas. Absolutely no red/black food dyed foods allowed. Any stains may result in a professional cleaning fee and/or loss of deposit.

The Granville-Teague Community Resource Center/HCCD is a smoke and alcohol free campus, confetti or rice is not to be used within the church facility or on the church property.

Decorations: No tape, nails or stickpins allowed. Tablecloths and other decorations are the responsibility of the renter. All decorations must be cleaned up and removed from the Event area at the end of the event.

Stated End time: _____

All events must be concluded by 10:00pm (per City code)

Refundable Deposit of \$_____ due at signing: _____ (Initial)

Entire fee must be paid 30 days prior to event. Failure to provide 60 day written notice to cancel event, results in a 50% forfeiture of fees paid. Events booked with less than 60 days until event require full deposit & fee payment.

I hereby acknowledge that I have read, understand and will adhere to the Granville-Teague Community Resource Center policies & procedures. I have also read, understand and have filled out this form completely.

Renter's Signature _____ Date _____



Granville-Teague Community Resource Center: Facility Pricing - External Use

by Highway City Community Development, Inc

For Profit, and Private Event Use

Event/Multi-Purpose Room	Sq Feet	Capacity		Tables	Standard Rate (+60 days out)	Xpress Rate (<60 days out)	Facility Deposit
		Chairs	Conference				
Monday - Thursday before 5pm	2240	200	166		\$ 300.00	\$ 400.00	\$ 300.00
Monday - Thursday after 5pm					\$ 400.00	\$ 500.00	\$ 400.00
Friday After 5 & Saturday After 2					\$ 650.00	\$ 800.00	\$ 500.00

5 hour max use

Conference Room	Sq Feet	Capacity		Tables	Standard Rate (+60 days out)	Xpress Rate (<60 days out)	Facility Deposit
		Chairs	Conference				
Monday - Thursday before 5pm	360	30	14-16	4	\$ 50.00	\$ 75.00	\$ 50.00
Monday - Thursday after 5pm					\$ 100.00	\$ 150.00	\$ 100.00
Friday After 5 & Saturday After 2					\$ 100.00	\$ 150.00	\$ 100.00

Outside Park Area is at the discretion of management, requires agreement on noise levels for the neighborhood

Nonprofit, Service Groups, Church Functions, Youth Organizations

Event/Multi-Purpose Room	Sq Feet	Capacity		Tables	Standard Rate (+60 days out)	Xpress Rate (<60 days out)	Facility Deposit
		Chairs	Conference				
Monday - Thursday before 5pm	2240	200	166		donation	\$ 150.00	\$ 100.00
Monday - Thursday after 5pm					\$ 150.00	\$ 200.00	\$ 100.00
Friday After 5 & Saturday After 2					\$ 175.00	\$ 250.00	\$ 200.00

5 hour max use

Conference Room	Sq Feet	Capacity		Tables	Standard Rate (+60 days out)	Xpress Rate (<60 days out)	Facility Deposit
		Chairs	Conference				
Monday - Thursday before 5pm	360	30	14-16	4	donation		\$ 50.00
Monday - Thursday after 5pm					donation		\$ 50.00
Friday After 5 & Saturday After 2					donation		\$ 50.00

Donation will be used to completely insure that facility is back to regular use standards and to make sure everything is opened/shut down, alarmed

Deposit due at time of contract signing

Extra Rental Items Available

Easel \$5 each
Podium \$10 each

For more information contact: information@highwaycitycd.com

Audio Visual Rental

Portable Sound System \$75/\$100 dep
*Includes mic/stand, speaker stands, cable
Projector/portable screen \$25