COMMUNITY CENTER EVENT SETUP REQUEST
EVENT DATE:_____ EVENT TIME:_____
RENTER: _____ CONTACT #: _____
CHAIRS: _____
TABLES: _____
MISC: _____
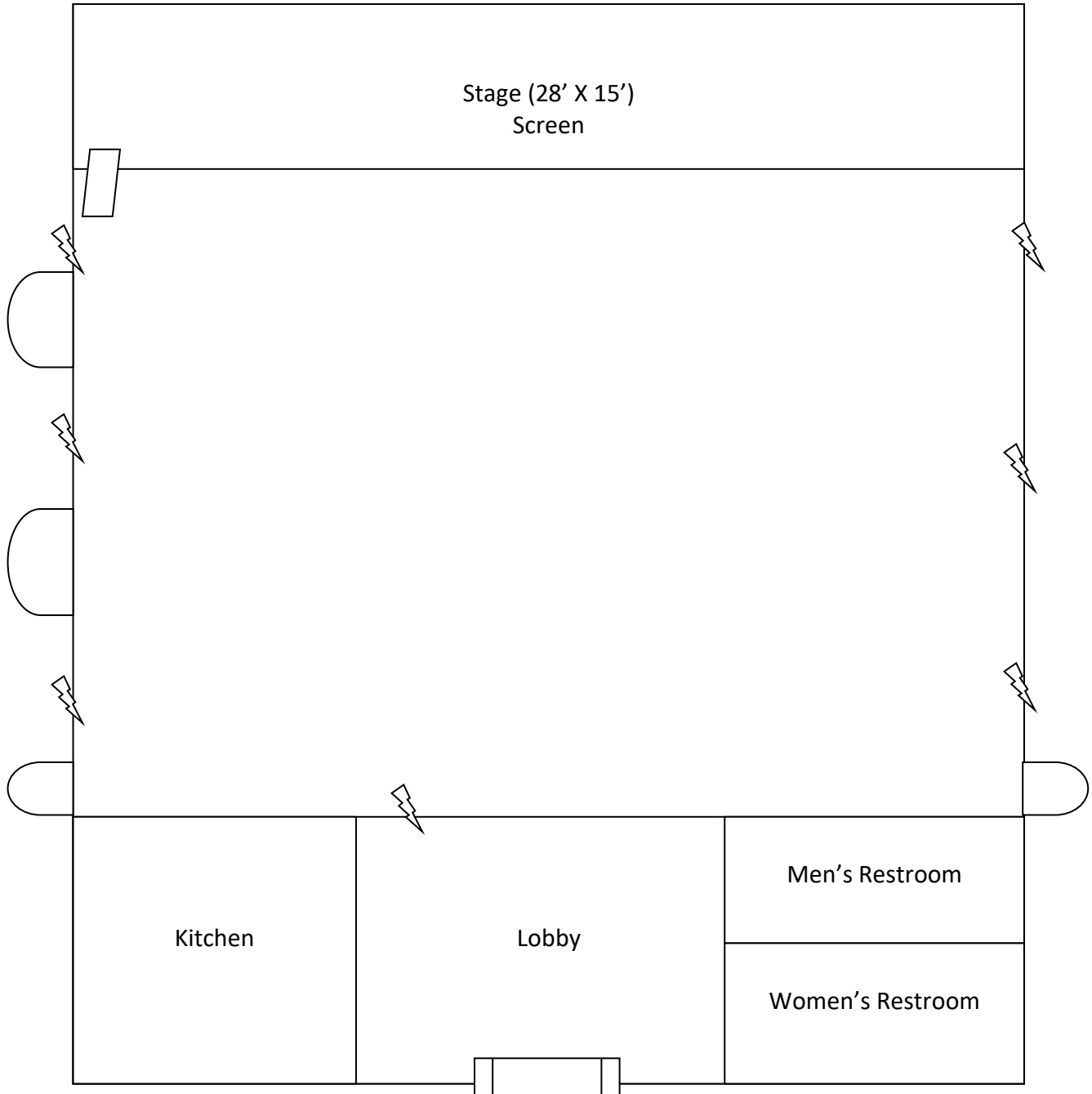
Stage (28' X 15')
Screen

B A C K Y A R D

Kitchen

Lobby

Men's Restroom

Women's Restroom

TAM VALLEY COMMUNITY CENTER RENTAL INFORMATION
(3-hour minimum rental)

Floor Dimensions:
- Hall – 45' x 32' = 1400 sq ft
- Stage – 28' x 15

Maximum Occupancy: Hall: 192   Stage: 23
Maximum Chairs Available: 120
Tables:
- (12) 60" Round
- (15) 72" x 30" Rectangular

Parking: 47 regular spaces; 2 Handicapped Spaces; 14 Overflow Parking (63 Total)

Rental Fees:
- Resident $92/hour
- Non-Resident $121/hour
- Tam Valley Non-Profit $103/hour (this does not include fundraising events)
- Non Profits $113
- Public Agencies $81/hour
- Commercial $138/hour (any group that will charge admission/fees)

All rentals will require a Facility Attendant at a cost of $36/hour. *A fee of $46/hour will be charged for any hours over 8 for the Attendant.* The Attendant will open and close the facility for you, help with any setup required, and be on hand to answer any questions during the event.

Cleaning Fees: TCSD requires cleaning service for events at a cost of $229.

Deposit & Insurance: TCSD requires a $500 refundable deposit for all rentals. A credit card number will be held in lieu of a $500 check. Also required is a $1 million one-day certificate of liability insurance naming TCSD as an additional insured. Renters are usually able to get the certificate through their homeowners' insurance company or the district also has policies available through HUB.

Hours Available:
- Sunday   9:00am-6:00pm
- Monday – Thursday   9:00am-10:00pm
- Friday – Saturday   9:00am-11:00pm (music must stop by 10:00pm)