

## **DHHSC Community Room**

### Basic information:

Room Capacity – 275

Hours: 8:00 am to 10:00 pm

Days: Monday – Sunday

Full Kitchen and Bathroom Facilities available

Tables and Chairs provided at no additional charge

Microphones, Projector, Laptop and White Boards are available for a small fee.

No alcoholic beverages are permitted on the premises.

## **Renting our Community Room**

- 1.) Please first call 559-225-3323 to check on the availability of the date(s) and time(s) you need.
- 2.) Fill out paper work.
- 3.) Email or bring in the paperwork, refundable cleaning deposit and 50% of the total cost to confirm your date(s). Remaining Balance is due 15 days prior to the event.
- 4.) Cancellations with full refund must be made 15 days prior to the scheduled event.
- 5.) \$100. Cleaning deposit is returned upon satisfactory inspection of the facility after the event.
- 6.) Organizations wishing to rent our facility must provide a copy of their liability insurance.