



# Dublin Heritage Park & Museums Facility Use Policy

The City of Dublin operates the Dublin Heritage Park & Museums facilities located at 6600 Donlon Way, Dublin. The City currently utilizes the site and facilities for recreational and cultural programs, classes, and civic purposes. When not being used for City sponsored programs or services, two of these facilities are available for rental by the community:

## **St. Raymond Church and the Kolb Sunday School Barn & Grounds\***

The City of Dublin Facility Use Policy establishes the rules, regulations, procedures and fees governing the use of these facilities. \*The Kolb Sunday School Barn & Grounds will be available for rentals starting May 2012.

### **CLASSIFICATION OF USERS**

**Group 1. Public Agencies:** Agencies serving the City of Dublin including Alameda County, Dublin-San Ramon Services District, Dublin Unified School District, etc.

**Group 2. Dublin Chamber of Commerce, Dublin-based Charitable and Social Welfare Organizations, Homeowners Associations and Youth Sports Leagues.** Organized non-profit groups with current 501(c)(3) or 501(c)(4) IRS status, whose membership is open to the public and whose primary purpose is to serve the Dublin community. The membership must be at least 51% Dublin residents. An organizational file must be completed on an annual basis to receive the priority and fees of this classification. Regional and National non-profit groups that do not meet the 51% resident membership requirement may submit a letter addressed to the Parks & Community Services Department that demonstrates the direct community benefit of the facility use. Such letters will require the approval of the City Manager or his/her designee.

**Group 3. Individuals or Other Groups:** Individuals or Groups who do not meet the criteria listed above and/or social activities such as weddings, receptions, anniversaries, birthday parties, etc.

- a) Resident (Individuals must reside or own property within Dublin City Limits; Groups must have membership made up of at least 51% Dublin residents)
- b) Non-Resident

**Group 4. Commercial Uses:** Individuals, groups, or companies whose events have an admission fee, include the sales of goods or services, or generates revenue while utilizing the facility.

- a) Resident (Company facility must be located within the Dublin City Limits and have current City of Dublin Business License. If there is no company facility, person responsible for event must reside or own property within the Dublin City Limits)
- b) Non-Resident

### **SECURITY DEPOSIT**

**INITIAL:**

The security deposit is due when the application is submitted. The security deposit is refundable provided there are no violations of the Facility Use Policy. This deposit may be used to cover charges for additional clean-up, exceeding the scheduled time, damage to the facility or equipment, or cancellations. The security deposit amount is based on the facility:

- St. Raymond Church - \$250
- Kolb Sunday School Barn - \$500

### **PAYMENT SCHEDULE**

**INITIAL:**

1. Final payment of rental fees must be made no later than 30 days prior to the scheduled rental date. **Payments not received by this deadline may result in cancellation of the rental and forfeiture of the deposit.**
2. Security deposits will be refunded within 30 days after the rental date providing there are no violations of the Facility Use Policy, the rental hours exceeded, excessive cleaning required, or damages to the facility.
3. Payments may be made by check, cash, Visa, MasterCard, American Express or Discover Card. Please make checks payable to the City of Dublin.

## INSURANCE REQUIREMENTS

INITIAL:

All applicants shall provide the City of Dublin with a valid Certificate of Liability written through carriers acceptable to the City of Dublin. Such Certificate shall provide Bodily Injury and Property Damage Liability protection in the amount of \$1,000,000 per occurrence. **If alcohol is served or sold, liquor liability coverage is also required and must be stated on the Certificate.** The applicant must be specified as the insured. The Certificate shall name the City of Dublin as an **“Additional Insured”** in conformance with the hold harmless agreement as outlined in the Facility Use Application and must specify that the applicant’s insurance shall be **primary to any insurance carried by the City.** The Certificate shall be properly executed with the original signature of the authorizing insurance agent. Please contact your insurance provider to check if your homeowner’s policy may be extended to cover your facility rental. In the event that coverage is not available, the City has special event insurance available for purchase. If the proper insurance certificate and endorsement are not received seven business days prior to the rental, then event insurance must be purchased from the City of Dublin’s insurance provider.

## CANCELLATIONS, CHANGES & REFUNDS

INITIAL:

1. Cancellation requests must be made in writing by the applicant. Based on the date the cancellation request is received, all or part of the security deposit and/or fees will be forfeited.
2. Refunds are not issued for unused hours.
3. Facility Use Permits may not be transferred, assigned or sublet.
4. Any changes in the facility setup less than seven (7) days prior to rental date will be assessed a \$25.00 fee per change.
5. Any changes in rental hours less than 30 days prior to rental date will be dependent on Staff availability.
6. Occasionally it may be necessary to reschedule, relocate or cancel a request previously approved. In this event, the group or individual will be given as much advance notice as possible.

## EQUIPMENT STORAGE

**Storage is unavailable before or after an event.** Delivery and pickup of rental equipment must be incorporated within the hours scheduled and paid for. Applicants are responsible for the setup and takedown of any rental equipment. Easels, televisions, VCR’s, and extension cords are not available. Rental equipment not provided by the City must be included on the setup diagram.

## FURNITURE/EQUIPMENT SETUP

**City equipment, including tables and chairs, may not be removed from the facility for use outside.** A diagram showing the table/seating locations, additional equipment, exit ways and aisles must be submitted for approval at the time of final payment. All exit doors must be operable and no part of any hallway, corridor, or exit may be used in a way that obstructs its use as an exit. The use of additional equipment, furniture, props, outdoor cooking equipment, etc. requires written approval by the Parks and Community Services Director, or designee. Amplification equipment, bands, or DJs are prohibited in outdoor areas unless approved in advance by the Parks and Community Services Director, or designee, in advance, as part of a rental request.

## YOUTH EVENTS

Alcohol may not be sold or consumed at an event officially designated as a “youth event” (an event at which a majority of the attendees are under 21 years of age). Youth events must be supervised at all times by two adults for each 20 minors.

## ALCOHOLIC BEVERAGES

1. Requests to sell alcohol must be submitted in writing to Dublin Polices Services, 100 Civic Plaza, Dublin, 94568.
2. If permission is granted, applicants must obtain the appropriate permit from the Alcoholic Beverage Control Board, 1515 Clay St, Suite 2208, Oakland, 94612, (510) 622-4970. Evidence of approval is due at the time of final payment.
3. Alcohol must be consumed inside the rental facilities or in the picnic area adjacent to the Kolb Sunday School Barn. Additionally, alcohol can be consumed inside the perimeter of an outdoor tent, when provided by renter. It is prohibited to consume alcohol in any other area of the site (City Ordinance Chapter 5.100, Section 150).
4. Alcohol may neither be sold nor served to or by individuals less than 21 years of age at any time.
5. Beer kegs and ice containers are not permitted in St. Raymond Church.

## FUNDRAISING EVENTS

A fundraiser is a rental at which admission is granted upon payment of a designated amount, a donation of an amount left to the discretion of the patron, or a rental at which funds are collected through any type of auction, raffle/door prize activity, or other means designated to generate monies to offset costs or to benefit a community or charitable agency of cause. Tickets may not be sold at the door unless applicant has received written approval from the Parks and Community Services Director, or designee.

## DECORATIONS & SIGNS

INITIAL:

1. The use of tacks, tape, nails, staples or putty on any walls is prohibited. It is prohibited to paste, tack, glue or post any sign, placard, advertisement or inscription or erect any sign at the site (per City Ordinance).
2. All decorative materials must be either made of non-combustible substances or treated with State Approved flame-retardant.
3. Rice, birdseed, confetti, glitter, and similar materials may not be thrown inside or outside the facilities.
4. Any plants or shrubs brought into the building must be in waterproof containers.
5. The use of decals, powders, wax paint, etc. are prohibited on the floor areas and windows of the facilities.
6. Fireworks are prohibited at the Heritage Park & Museums site.

## PROHIBITED USE OF ALL CANDLES and OPEN-FLAME DEVICES

INITIAL:

Due to the historic significance of the Kolb Sunday School Barn, and St. Raymond Church as California's oldest wooden church, **all candles and open-flame devices are prohibited during any and all uses of the Kolb Sunday School Barn and St. Raymond Church.** Open flame devices are permitted outside when using the barbecues adjacent to the picnic area or by an approved Catering Company when preparing meals for a rental group.

## CLEAN-UP REQUIREMENTS

The facility must be left in the same condition it was found prior to the rental. Cleanup will include all areas used for the event, including the park grounds and parking lot. Cleanup requirements include removal of all decorations and rental equipment, wiping spills from the floor areas and bagging all garbage and debris. Garbage bags will be provided. The applicant will be responsible for bagging all garbage.

## GENERAL RENTAL INFORMATION

1. A responsible adult from the rental party must supervise the premises for proper use during rental hours.
2. **SMOKING IS PROHIBITED within the interior of all City facilities and within 20 feet, or a reasonable and safe distance, from every facility entrance (per City Ordinance).**
3. Parking is permitted in painted parking stalls only. Vehicles parked illegally will be cited. No vehicular access is allowed within the grounds of the Heritage Park & Museums without written approval from the Parks and Community Services Director, or designee. Approved caterers, rental and equipment companies, florists, DJ's and other types of businesses, when servicing a rental group, are allowed to park four vehicles in two designated parking areas adjacent to the Kolb Sunday School Barn.
4. Applicant is fully responsible for scheduling and paying for hours to meet caterers' and other vendors' needs. Caterers and vendors may not request and/or pay for additional hours.
5. Containers of ice may be placed in the Kolb Sunday School Barn, provided that the floor is protected. No ice containers are allowed in St. Raymond Church.
6. Requests for exception to the Facility Use Policy must be submitted in writing to the Parks and Community Services Director, or designee, no later than one month prior to the requested rental date. Approval of exceptions will be made in writing from the Parks and Community Services Director, or designee.
7. The City reserves the right to book additional events before or after an applicant's confirmed rental time.
8. An additional 50% will be charged for use of the facility on holidays or City-designated holidays pending availability of Staff.
9. **Events that exceed the scheduled hours will be charged twice the hourly rate for the extra time.**

**The City of Dublin reserves the right to deny the use of the Heritage Park & Museums facilities to any person or group if such use is deemed to be contrary to the best interest of the City, the facility, and/or Dublin residents. Applicants should thoroughly review the Facility Use Policy to become familiar with all rental fees, policies and procedures.**



**Dublin Heritage Park & Museums**  
**6600 Donlon Way, Dublin, CA 94568**  
**Application Submittal:**  
**City of Dublin – Shannon Community Center**  
**11600 Shannon Avenue, Dublin, California 94568**  
**(925) 556-4500**

**HOW TO MAKE A RESERVATION**

The City requires the applicant, not another party, to complete all transactions and provide the insurance required for the rental. The applicant is responsible for the activity, payment of fees and provision of insurance.

1. Applications must be submitted in person at the Shannon Community Center, 11600 Shannon Avenue, Dublin. Applications are NOT accepted via fax, phone or e-mail. Applications are accepted between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, City holidays excepted.
2. The Facility Use Application and the refundable security deposit must be submitted before the facility can be reserved. Approval takes 3-5 business days; notification of application status will be provided in writing.
3. Full payment is due at least 30 days before the rental date. If an Application is submitted less than 30 days before the rental date, a late charge of \$25 will be assessed. **Rental requests must be submitted at least ten business days before the requested rental date. Rental requests submitted less than ten business days before the requested date will NOT be accepted.**
4. In order to receive a resident rate, the applicant must live or own property within the Dublin City Limits. Identification confirming residence address will be required (valid California Driver’s license or current utility bill). For weddings, resident rate applies only to the bride, groom or parents of the bride or groom.
5. Groups claiming Dublin residency must provide a current membership roster that shows that at least 51% of the group’s membership owns property or resides in Dublin).

**CLASSIFICATION OF USERS (See attached Policy for Classification descriptions)**

- Group 1. Public Agencies**
- Group 2. Dublin Chamber of Commerce, Dublin-based Charitable and Social Welfare Organizations, Homeowners Associations and Youth Sports Leagues**
- Group 3. Resident or Non-resident Individuals or Other Groups**
- Group 4. Commercial Uses by Residents or Non-residents**

**PRIORITY OF USER GROUPS**

Group Classification	Weekend Use (Friday – Sunday)	Weekday Use (Monday – Thursday)
<b>Groups 1, 2, and 3 Resident</b>	Up to twelve (12) months in advance of rental date	Up to three (3) months in advance of rental date
<b>Group 3 Non-resident</b>	Up to nine (9) months in advance of rental date	
<b>Group 4</b>	Up to six (6) months in advance of rental date	

**CONTINUOUS USE**

Continuous use is not permitted for St. Raymond Church or the Kolb Sunday School Barn.

**SECURITY DEPOSIT**

The security deposit is due when the application is submitted. The security deposit is refundable provided there are no violations of the Facility Use Policy. This deposit may be used to cover charges for additional clean-up, exceeding the scheduled time, damage to the facility or equipment, or cancellations. The security deposit amount is based on the facility:

- St. Raymond Church - \$250
- Kolb Sunday School Barn - \$500

**RENTAL FEES**

Events that exceed the scheduled hours will be charged twice the hourly rate for the extra time.

Group Classification	St. Raymond Church	Kolb Sunday School Barn (includes use of the Park grounds)
<b>Groups 1 and 2</b> Use During Business Hours (M – F, 8am-5pm)	Setup/Takedown Fee Only of \$14 per hour per Facility Attendant. Number of Attendants dependent on facilities used and the setup needs.	Setup/Takedown Fee Only of \$14 per hour per Facility Attendant. Number of Attendants dependent on facilities used and the setup needs.
<b>Groups 1 and 2</b> Use Outside of Regular Business Hours	\$15 per hour	\$43 per hour
<b>Groups 1 and 2</b> Use for the Purpose of Fundraising	\$45 per hour	\$128 per hour
<b>Group 3 Resident</b>	\$60 per hour	\$170 per hour
<b>Group 3 Non-resident</b>	\$72 per hour	\$204 per hour
<b>Group 4 (Commercial Use) Resident</b>	\$80 per hour	\$227 per hour
<b>Group 4 (Commercial Use) Non-resident</b>	\$96 per hour	\$272 per hour

**RENTAL FEES continued**

**Private Party Package Rental Fees**

The Private Party Package (such as weddings, private parties, receptions, anniversaries) includes the use of St. Raymond Church, the Kolb Sunday School Barn, the picnic area and front lawn, and the restroom facilities. NOTE: Restroom facilities at the site are open to Park users as well. A package is also available for those choosing to rent the Kolb Sunday School Barn without the Church. The package includes a minimum of six hours, and includes the services of a Building Attendant and Custodial Staff when required. A six-hour minimum rental period is required on Saturdays from May through September. Groups or individuals that are not classified as Group 3 users will be charged at the standard hourly rate.

St. Raymond Church and Kolb Sunday School Barn 6-hour Package		Security Deposit	Hourly Fee After Six (6) Hours
<b>Group 3 Resident</b>	\$1,240	\$750	\$230
<b>Group 3 Non-Resident</b>	\$1,488	\$750	\$276
Kolb Sunday School Barn Only 6-hour Package		Security Deposit	Hourly Fee After Six (6) Hours
<b>Group 3 Resident</b>	\$918	\$500	\$170
<b>Group 3 Non-Resident</b>	\$1,101	\$500	\$204

**CANCELLATIONS & REFUNDS**

INITIAL:

Cancellation requests must be made in writing by the applicant. Refunds will be handled as follows:

180 Days or more	45 days or more	Less than 45 days
Security Deposit refunded less \$25 processing fee.	Forfeit security deposit unless another user re-books the date. If the date is rebooked, the deposit will be refunded less a \$25 processing fee.	Forfeit security deposit and one-half of the fees paid (or payable)

**ROOM DESCRIPTIONS & CAPACITY**

Built by Dublin pioneers in 1859, St. Raymond Church is the oldest wooden church in California. No longer functioning as a religious institution, the little church stands in its original setting, its bell proudly pealing over the community. The St. Raymond Church is available for community and private use. The intimate, historical setting is ideal for small weddings, baptisms, recitals, funerals, memorials and lectures. Rental of the Church includes use of the adjacent paved Courtyard/Gazebo. All capacities indicated conform to Fire Code Requirements. *Capacity: 84*

## ROOM DESCRIPTIONS & CAPACITY continued

The Kolb Sunday School Barn includes a large open room and a stage with a built-in lighting and sound system. Rental of the Kolb Sunday School Barn includes the Heritage Park front lawn area, which includes a large grass area facing Donlon Way that can accommodate an outdoor tent (tents require written approval of the Parks and Community Services Director or designee; depending of the size of the tent a permit may be required from the Fire Prevention Division). The grounds also include a picnic area with ten (10) picnic tables that is situated between the Kolb Sunday School Barn and the Kolb Hay Barn. This picnic area can accommodate up to 80 persons. *Kolb Sunday School Barn Capacity: Dining – 88, Assembly – 120. Number of tables available – 12, Number of chairs available – 120.*

**Applicants will not be permitted to exceed the Fire Code Capacity of any room or rental area. Overcrowding is forbidden and will result in cancellation of event and forfeiture of all fees paid. Events with attendance exceeding 180 people will not be permitted.**

NOTE: The Kolb House is not available for rental and would remain open and accessible to the public during regular business hours. The Heritage Park & Museums park grounds are only available in conjunction with the rental of the Kolb Sunday School Barn. The park grounds cannot be rented separately from the Kolb Sunday School Barn.

## HOURS OF RENTAL USE

1. The facilities are available for rental Sunday – Thursday from 8:00 a.m. to 10:00 p.m., and Friday – Saturday from 8:00 a.m. to 12:00 midnight. In general, the minimum rental period is 2 hours; however, on Saturdays from May through September, the Private Party package is required, in which the minimum rental period is six (6) hours and could include both St. Raymond Church and the Kolb Sunday School Barn with the specified park grounds, or the Kolb Sunday School Barn and specified park grounds without St. Raymond Church.
2. The facilities must be vacated by the time specified on the Facility Use Application. **Events that exceed the scheduled hours will be charged twice the hourly rate for the extra time, with the exception of the Party Package.**
3. Hours of use must include the amount of time needed for the function, setup and cleanup, including any time needed by the caterer, band, florist, coordinator, etc.
4. Any changes in rental hours within ten (10) working days of function date will be dependent on Staff availability.

## PARKING CAPACITY AND NOTICE OF EXISTING CONDITIONS

INITIAL:

The total number of parking spaces at the Heritage Park & Museums is 77 standard spaces during the weekday and 92 standard spaces on the weekend, as well as nine (9) accessible spaces at all times.

Restroom facilities for St. Raymond Church are located in the rear of the Old Murray Schoolhouse across the parking lot from the Church. Restroom facilities for the Kolb Sunday School Barn are located in the Old House directly north of the Kolb Sunday School Barn. NOTE: Both restroom facilities at the site will be open to members of the public who are visiting the site.

## PROHIBITED USE OF ALL CANDLES and OPEN-FLAME DEVICES

INITIAL:

Due to the historic significance of the Dublin Heritage Park & Museums facilities, **all candles and open-flame devices are prohibited during any and all uses of St. Raymond Church and Kolb Sunday School Barn.**



Dublin Heritage Park & Museums

6600 Donlon Way, Dublin, CA 94568

Application Submittal: City of Dublin – Shannon Community Center

11600 Shannon Avenue, Dublin, California 94568

(925) 556-4500

Rental # \_\_\_\_\_

APPLICANT INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Organization: \_\_\_\_\_ Position Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Applicant's Contact Number (Monday – Friday, 8a – 5p): \_\_\_\_\_

E-Mail: \_\_\_\_\_

Have you rented one of our facilities before? Yes No (please circle)

CLASSIFICATION OF APPLICANT

- Group 1 – Public Agencies
Group 2 – Dublin Chamber of Commerce, Dublin-based Charitable and Social Welfare Organizations, Homeowners Associations and Sports Leagues\*
Group 3 – Resident Individuals or other Groups\*\*
Group 3 - Non-Resident Individuals or other Groups
Group 4 – Resident Commercial Uses\*\*
Group 4 – Non-Resident Commercial Uses
\* Must submit the organization's roster (must be 51% Dublin residents), bylaws and current IRS tax exemption letter. Must be 501c3 or 501c4 at the time of application.
\*\* Proof of Dublin residency required at the time of application (valid California Driver's License/ID or current utility bill)

RENTAL / EVENT INFORMATION

Facility requested: [ ] St. Raymond Church [ ] Kolb Sunday School Barn and Grounds

Date requested: \_\_\_\_\_ Day of week: SUN MON TUE WED THU FRI SAT

Hours of use (Include set-up & clean-up time): From: \_\_\_\_\_ am / pm To: \_\_\_\_\_ am / pm

Name / Purpose of Event: \_\_\_\_\_

Total Anticipated Attendance: \_\_\_\_\_ Number of Youth (under 21 years old) in attendance: \_\_\_\_\_

Type of Event: [ ] Wedding [ ] Funeral/Memorial [ ] Fundraiser [ ] Lecture [ ] Recital [ ] \_\_\_\_\_

Will the event be catered? [ ] Yes\* [ ] No \*If yes, by whom? \_\_\_\_\_

Will admission fee be charged? [ ] Yes\* [ ] No \*Purpose of Fee: \_\_\_\_\_

Will alcohol be served? [ ] Yes\* [ ] No \* If yes, liquor liability is required.

Will alcohol be sold? [ ] Yes\* [ ] No \* If yes, liquor liability and a liquor license are required.

Will event be open to the public? [ ] Yes [ ] No

AS THE APPLICANT, I UNDERSTAND THAT ALL CANDLES AND OPEN-FLAME DEVICES ARE STRICTLY PROHIBITED IN ST. RAYMOND CHURCH AND THE KOLB SUNDAY SCHOOL BARN. Applicant's initials: \_\_\_\_\_

The City of Dublin has tried to preserve its historical legacy by preserving buildings of special significance and beauty for the use of its residents. The Heritage Park & Museums facilities were constructed in the 1800s and are designated as a historical site. To maintain it as close to its original appearance and function as possible, the building has not been retrofitted to current building codes for seismic safety, and may not provide the protection of a more modern building in the event of an earthquake. The building has a legal exemption under the state building code. By signing this rental agreement you are acknowledging this information and understand that you and your guests could be exposed to injury in the event of a significant earthquake should it occur at the time of your rental.

The undersigned, hereby agrees to be responsible for any damage to the facility occurring during and by this use, and agrees to be responsible for the conduct of all persons attending this function. Applicant further agrees to be responsible for any accident or injury occurring to anyone during and by this use, and agrees that the City of Dublin, its officers and employees, shall not be responsible for any such injury or loss, except as arises from the sole willful act, omission or sole negligence of the City of Dublin, its officers or employees. The undersigned has received a copy of the Facility Use Policy, Clean-Up Requirements, and Rules and Regulations and agrees to comply with the rules and regulations listed therein.

Signature of Applicant

Organization if applicable)

Date

**RESERVATION STATUS - FOR OFFICE USE ONLY**

**FACILITY USE:**  
 APPROVED     DENIED    \_\_\_\_\_  
Parks and Community Services Staff

Date \_\_\_\_\_

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**ALCOHOL CONSUMPTION:**  
 APPROVED     DENIED     N/A    \_\_\_\_\_  
Parks and Community

Services Staff \_\_\_\_\_    Date \_\_\_\_\_

APPLICATION RECEIVED \_\_\_\_\_

SECURITY DEPOSIT    DATE: \_\_\_\_\_    PAYMENT TYPE: \_\_\_\_\_    RECEIPT # \_\_\_\_\_

APPROVAL LETTER

SETUP DIAGRAM

INSURANCE CERTIFICATE RECEIVED

CITY ISSUED INSURANCE CERTIFICATE    HAZARD \_\_\_\_\_    LIQUOR \_\_\_\_\_    DATE COMPLETED \_\_\_\_\_

CLEANUP SLIP & RULES AND REGULATIONS

LIQUOR LICENSE REQUIRED     RECEIVED

FIRE PERMIT REQUIRED     RECEIVED

FINAL PAYMENT    DATE: \_\_\_\_\_    RECEIPT # \_\_\_\_\_

CONFIRMATION LETTER

REFUND ISSUED    DATE: \_\_\_\_\_

**CALCULATION OF FEES**

Deposit Fee    \$ \_\_\_\_\_

Rental Fee    \$ \_\_\_\_\_ [# Hours \_\_\_\_\_] x [Fee \_\_\_\_\_]

Rental Fee    \$ \_\_\_\_\_ [# Hours \_\_\_\_\_] x [Fee \_\_\_\_\_]

Insurance Fee    \$ \_\_\_\_\_ [Homeowner's \_\_\_\_\_ -or- City Insurance \_\_\_\_\_]

Extra Fee    \$ \_\_\_\_\_ For \_\_\_\_\_

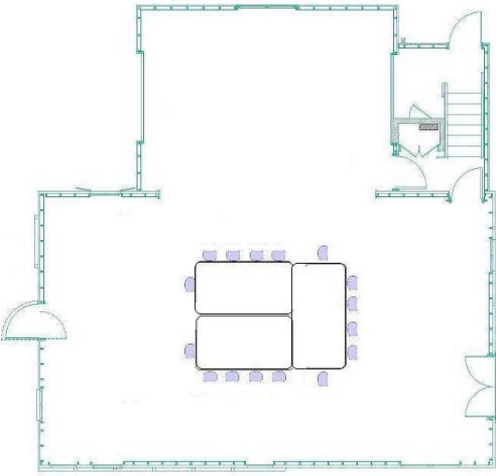
Extra Fee    \$ \_\_\_\_\_ For \_\_\_\_\_

Total Fees    \$ \_\_\_\_\_

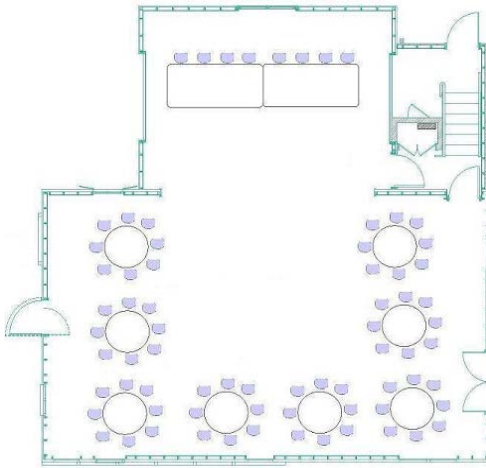


# Kolb Sunday School Barn

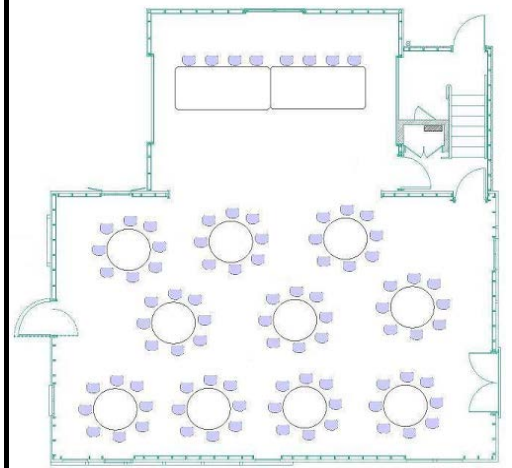
**Diagram A - Seats 16**



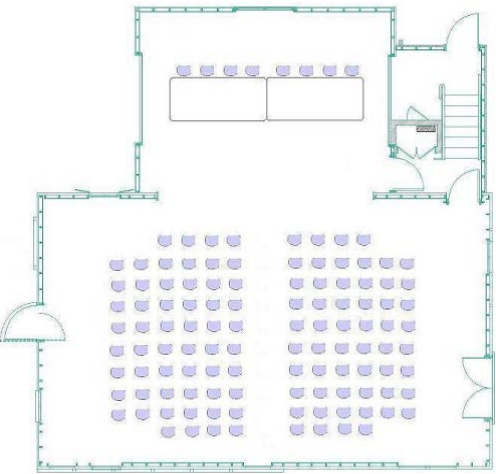
**Diagram B - Seats 72**



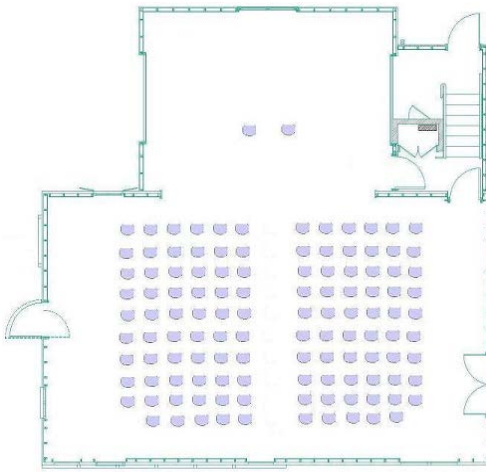
**Diagram C - Seats 88**



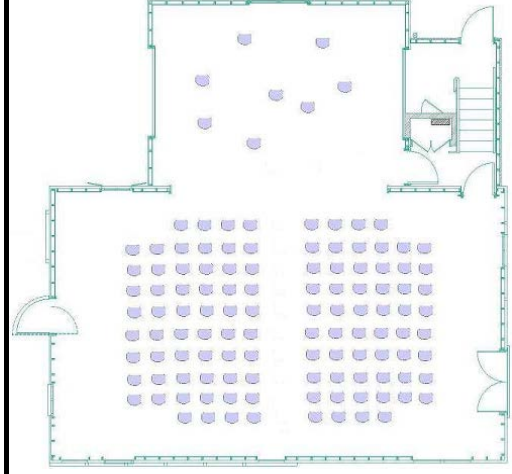
**Diagram D - Seats 120**



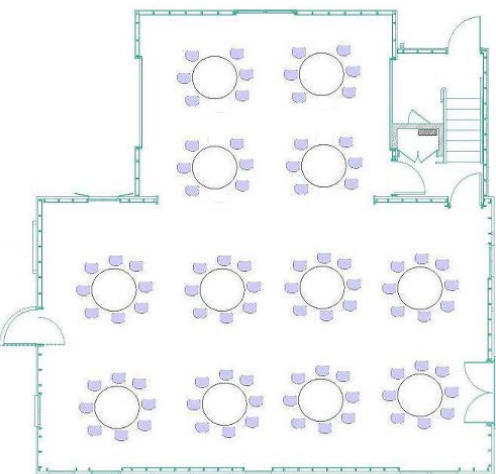
**Diagram E - Seats 120**



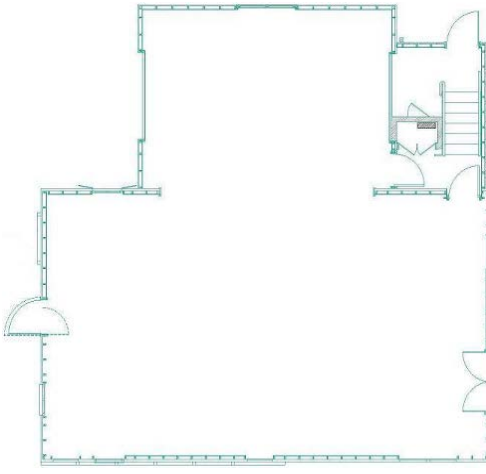
**Diagram F - Seats 120**



**Diagram G - Seats 88**



**Diagram H - Custom**



**Room Capacity and Equipment Quantity**

Maximum Dining Capacity - 88

Maximum Assembly - 120

Round Tables - 12

Rectangular Tables - 3

Chairs = 120

**Amenities**

- Built-in Lighting and Sound System

- Ceiling Fans