



TRACY TRANSIT STATION

TTS

Facility Amenities & Use Fees**	IT IS EASY TO RENT A FACILITY: ¹ (\$38 App Fee + Deposit = Hold Date) (Insurance + Use Fee + Any Additional Requirements = Due 30 Days Prior)	NON-PROFIT Classification	PRIVATE Classification	COMMERCIAL Classification
	<p>¹Rental Times must include time needed for both your Set-Up and Clean-Up.</p>	<p>ENTIRE FACILITY (4,450 sf) Minimum Rental: = 4 hours (Not available during Public Hours)*** Booking (Window): = "Large Spaces" Policy Includes: = Lobby, All 3 Meeting Rooms, Common Area, Men's & Women's Restrooms, and Outside Patio - No kitchen available at this facility. No food cleanup permitted in restrooms.</p> <p>Lobby (53' x 33') (1,750 sf) (Not available during Public Hours)*** Max Occupancy: = 105 Sitting/Dining (With Tables, Not Included) = 260 Standing/Dancing (No Tables) Amenities: = Beautiful Art, 24 Lobby Seats, 12 Lobby Benches = Amenities may not be removed from conference rooms for Lobby use = Lobby furniture must be returned to original layout. = Cooking not permitted in Lobby. = BBQ/cooking trailers not permitted on Patio</p>	Week End:*\$15/hr Week Day: \$101/hr	Week End: *\$266/hr Week Day: \$177/hr
<p>"COMBO" RM (103 & 104) (51' x 23') (1,180 sf) Minimum Rental: = 2 hours Booking (Window): = "Meeting Places" Policy Max Occupancy: = 80 (16 Tables / 60 Chairs) Includes: = Rm 103 & Rm 104 Amenities (Audio/Visual System)</p>		Week End:* \$65/hr Week Day: \$43/hr	Week End:* \$117/hr Week Day: \$75/hr	Week End:* \$166/hr Week Day: \$111/hr
<p>ROOM 105 (36' x 25') (900 sf) Minimum Rental: = 2 hours Booking (Window): = "Meeting Places" Policy Max Occupancy: = 60 (11 Tables / 60 Chairs) Amenities: = Audio/Visual (Mounted Projector, Screen, Podium) = In-Room Foyer (Additional 140 sf)</p>		Week End:* \$52/hr Week Day: \$34/hr	Week End:* \$91/hr Week Day: \$60/hr	Week End:* \$129/hr Week Day: \$86/hr
<p>ROOM 103 or ROOM 104 (25' x 23') (590 sf) Minimum Rental: = 2 hours Booking (Window): = "Meeting Places" Policy Max Occupancy: = 40 (8 Tables / 30 Chairs) Amenities: = Audio/Visual (Projector Cart, Screen, Podium)</p>		Week End:* \$33/hr Week Day: \$22/hr	Week End:* \$58/hr Week Day: \$39/hr	Week End:* \$80/hr Week Day: \$55/hr
<p>50 E. SIXTH STREET, TRACY, CA 95376 ***The Lobby's Public Hours are Mon-Fri 8a-7p, & Sat 10a-6p</p>		<p>INSURANCE: Certificate and endorsement page must meet the outlined Insurance Requirements. (See INS Info Page)</p>	<p>CANCELLATION POLICY: ~ over 90 days prior No Penalty ~ 90-61 days prior 50% of fees ~ 60-31 days prior 75% of fees ~ 30 days or less 100% fees</p>	
<p>**Note: Additional Requirements and/or Permits may be placed on your rental</p>		<p>* Note: Week Ends start on Friday after 5 pm</p>		

Reservations can be made by contacting the City of Tracy Parks & Recreation Department, Community Facilities Division at 333 Civic Center Plaza, Tracy, CA 95376, by email at facilityreservations@cityoftracy.org, or by phone at (209) 831-6201.



Pleasant Entrance



Inviting Patio



Welcoming Lobby



Spacious Room 105