

Topic: Process for Reserving Sandy Basin (SB) Community Center, SB Annex, Crackerjack Flats Neighborhood Center, and SB Pool

OPR: Pinnacle
1-888-419-6499

Reference: NA

Procedure:

- Pinnacle is the approving authority for all requests to reserve SB Community Center, SB Annex, Crackerjack Flats Neighborhood Center, and the SB Pool.
- Procedures for reserving any one of these facilities is as follows:
 - Call 1-888-419-6499 to ensure requested date is available and make tentative reservations.
 - Follow through reservations process by coming to the Pinnacle offices to fill-out and sign reservation agreement and pay a refundable reservation fee. Fees are as follows:
 - SB Community Center - \$250 for half room, \$500 for full room.
 - CJF - \$250
 - SB Pool - \$100, and \$17 an hour past normal operating business hours.
- On the day of your event, the renter comes to the office to pick-up the key and walks the facility with a Pinnacle representative.
- On the day that the renter returns the facility to Pinnacle, the renter and a Pinnacle representative will again walk the facility to determine if there are any damages or additional cleaning fees. If none are found, the reservations fee is returned.
- Pinnacle office hours are from 0800-1700 hours, Monday – Friday.