



637 N Main Steet, Suite 1A, Cottonwood, AZ 86326  
 Phone: 928-649-0077  
 Fax: 928-202-3731  
 Email: stepstorecoveryhomes@gmail.com

### Application for Facility Use

STRH Facility Requested \_\_\_\_\_ Today's Date \_\_\_\_\_

Event date request \_\_\_\_\_

Hours: from \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

Name of Organization/ Business, or Person (Occupant) \_\_\_\_\_

Nature of Activities \_\_\_\_\_

Special Equipment or Requests \_\_\_\_\_

Responsible Party \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_  
 Street City Zip

Second Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_

Will admission be charged Yes \_\_\_\_\_ No \_\_\_\_\_ Amount \$ \_\_\_\_\_

### Applicant Classifications

- **Non-Profit Organization:** As verified with a tax certificate for a 501 (c) or another established non-profit certificate. This classification receives a reduced rate.
- **Commercial/For Profit:** Any business, organization or individual not holding a non-profit status as established with a tax certificate or renting facility amenities for the purpose of financial or their personal or business gain or benefit.

### Facility Fee Schedule

#### Connection Room:

Price includes tables and seating for 50 guests. Connection Room is available from 8 a.m. to 12 a.m., Monday through Sunday - Full day Rental is considered 10 hours of use

**Hourly Rate:** \$100.00

**Day Rate:** \$750.00 - for up to 10 hours use

#### Wealth Room

Price includes tables and seating for 20 guests. – Upon Request

**Hourly Rate:** \$75.00

**Day Rate:** \$550.00 - for up to 8 hours use.



637 N Main Steet, Suite 1A, Cottonwood, AZ 86326

Phone: 928-649-0077

Fax: 928-202-3731

Email: [stepstorecoveryhomes@gmail.com](mailto:stepstorecoveryhomes@gmail.com)

**Insurance Policies**

Liability insurance coverage in the minimum amount of \$1,000,000 combined single limit for bodily injury and property damage is required by Steps to Recovery Homes. Please attach a copy of your certificate of insurance to this request. **Requests without such proof cannot be approved.** Steps to Recovery Homes carries no liability insurance protecting other agencies.

**Payable Fees:**

If additional time is needed prior to your event, for set-up, soundcheck, rehearsals, etc, please let us know when your reservation is set. Additional hourly or full day rates will apply.

**Key Policy:**

Facility door key will be issued to renter 24 hours prior to the event. A refundable deposit in the amount of \$100.00 (one hundred dollars) is required with signed facility contract. If the key is lost or not returned by the agreed timeframe, the key deposit will be automatically forfeited. This policy is strictly enforced.

If paid by check or money order to make payable to: Steps to Recovery Homes

All fees are payable in advance. If Occupant fails to pay any fee or other sum required when due or otherwise fails to comply with or observe any other provision of the contract, **Steps To Recovery Homes may immediately terminate any permit and all rights of the occupant, including any right of the adjustment of amounts paid.**

\_\_\_\_\_  
Signature of Authorized Representative of Requesting Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Steps to Recovery Homes staff

\_\_\_\_\_  
Date

Email as attachment to: [stepstorecoveryhomes@gmail.com](mailto:stepstorecoveryhomes@gmail.com)

Snail mail to:  
**637 N Main Steet, Suite 1A  
Cottonwood, AZ 86326**