

FAQ

What are the rental rates?

Please see the links under rental process.

What does the rental include?

Please see the links under rental process.

Does the rental time include set up?

The times defined anticipate your set up and breakdown. You are not given access to the building before your contracted time or after for set up and breakdown. The rental times are listed with the rates on the rental process link.

Is there building staff to help set up?

No. The Sorosis Club does not have staff to help the user set up or breakdown the tables/chairs for an event. Users rely on family, friends, hired event planners, etc. to set up and breakdown the tables/chairs and clean up. The user has full access to the building during the rental period defined on the contract and is expected to be fully vacated from the building including all rented items and personal items by the end time on the contract.

What is the check IN process?

A phone call is to be made to the rental manager for time to pick up the key the evening prior to your event between 5 and 6 pm. contract. At that time you will receive keys to the building. The rental manager will explain what is required (both verbally and in writing, in the form of a check list) for you to receive your damage deposit back. IT IS VERY IMPORTANT that a person who will be involved in the checkout/breakdown of your event be involved in the check in process.

What is the check OUT process?

You are expected to leave the building as you found it, bathrooms, kitchen, etc. You are not expected to mop the floors and clean the bathrooms. You are expected to put away all tables and chairs, remove all rented items and decorations by the end of the contracted time. The rental manager reviews with the user the expectations in detail upon check in. You are not required to be present the day after your rental to complete the checkout process. You are instructed to leave the key locked in the building. The rental manager checks out the building the next day using the checkout form given to you to ensure that the building is free of damage, etc.

How do I have a rehearsal of my event?

You are only given use of the facility during the times outlined in the contract. Rental information can be worked out for the night before with the rental manager for a fee.

How do I tour the building?

Please complete the online inquiry form under the rental process link. The form will instruct you on the process.

How do I find out when the building is available?

The online calendar shows when the building is already in use. Refer to the calendar to see available dates. It is best to fill out the online inquiry form even if your dates are not currently available. There are cancellations which may not be updated on the calendar.

How do I secure my date?

Dates are secured with a \$250 refundable deposit and a signed contract. We cannot hold dates with just an inquiry. DO NOT pay the security deposit before you have received and reviewed the rental contract. The online form will prompt the rental manager to create the rental contract. Typically you will receive the contract with 48 to 72 hours via email. In addition to the contract, you will also receive the building guidelines