



# 7 Steps to a Successful Event at the Community Center

## Step One: Visit the Community Center Page of the Website

The Reserving Party will visit the district's Community Center page of the website to locate the online reservation system link, taking them to Skedda.

## Step Two: Request a Booking in Skedda

The Reserving Party will enter the details of their requested event in Skedda. The Reserving Party will provide a credit card. Note: the event time must include the time needed for set-up, clean-up and tear-down.



## Step Three: Automated Notification Arrives; Confirms Details of Requested Event

The Reserving Party will receive an automated email confirming the details of the booking request. The notification will say this is a booking, but this message is only from the online scheduling system. **This email is not a confirmation that the event is approved by the district.**



## Step Four: District Review

Within 2 business days the Reserving Party will receive a notification from [reservations@stonegatenorthvillages.org](mailto:reservations@stonegatenorthvillages.org).

**Approval and Confirmation:** If approved, the Reserving Party's credit card will be charged the full rental amount. They will also receive an email with next steps. **Note:** Once the Reserving Party's credit card has been charged there will be a non-refundable \$25 administrative fee plus credit card processing fees incurred for any changes or cancellations.

**Denial:** If denied, the reason will be noted, and the Reserving Party's credit card will not be charged.

## Step Five: Welcome Package

If the booking request is approved and confirmed, the district will supply a Welcome Package with the information needed to plan and manage an event at the facility in accordance with all district rules and regulations.



## Step Six: Pre-event Walkthrough

A Community Center Liaison will meet the Reserving Party at the reservation start time to gain access to the facility and do an orientation of the space. The Reserving Party must present the credit card and I.D. used during the initial reservation request.

**The Reserving Party must be present at the listed start time of the reservation for this mandatory pre-event walkthrough. No event can begin without this pre-event meeting occurring and should the Reserving Party fail to meet the Community Center Liaison at the listed start time, access to the facility may be forfeited with no refund provided. Additionally, the district reserves the right to charge the Reserving Party overage fees, equal to \$50 per increments of ten minutes, should Reserving Party be late to the scheduled pre-event walkthrough.**



## Step Seven: Post-event Walkthrough

A Community Center Liaison will meet the Reserving Party at the listed end time of the event, to ensure the Reserving Party has cleared the building of all guests, completed clean-up and tear-down. The Community Center Liaison is not responsible for clean-up of the event, only the post-event walkthrough. The Community Center Liaison will conduct a walkthrough and lock the building.

**The Reserving Party must be present at the listed end time and up to 15 minutes after the listed end time to meet the Community Center Liaison for this mandatory post-event walkthrough. The district will charge the Reserving Party overage fees, equal to \$50 per increments of ten minutes, should Reserving Party have failed to clear the building of all guests, finish clean-up and tear-down, or otherwise be late to the scheduled post-event walkthrough.**

To learn more about the Community Center and the Online Booking System scan the QR Code.

