

# Solano County Events Center (CEC)

## Frequently Asked Questions

### **Where can I find all of the information about renting the CEC, Plaza, and Annex Lawn?**

Please visit the County website at [www.solanocounty.com/depts/eventscenter](http://www.solanocounty.com/depts/eventscenter) and read the CEC Public Use Policies and Procedures Manual. The CEC, Plaza and Annex Lawn can be rented Sunday through Thursday 7:30 a.m. to 10:00 p.m., and Friday and Saturday, 7:30 a.m. to midnight. The reserved time must include the time needed for set-up and clean-up.

### **How do I make a reservation?**

Fill out the Use Agreement Application/Reservation form located on the County website at [www.solanocounty.com/depts/eventscenter](http://www.solanocounty.com/depts/eventscenter). Email the completed form to [cecevents@solanocounty.com](mailto:cecevents@solanocounty.com) or submit it in person at 675 Texas Street, Suite 2500, Fairfield, CA 94533. The application must be submitted a minimum of 48 hours prior to the event date. Incomplete applications may be rejected.

### **What if I need to reschedule or cancel a reservation?**

The rescheduling/cancellation procedure is outlined in the CEC Public Use Policies and Procedures Manual which can be found on the County website at [www.solanocounty.com/depts/eventscenter](http://www.solanocounty.com/depts/eventscenter).

### **What is the cost to rent a room in the CEC?**

The CEC fee schedule can be found on the County website at [www.solanocounty.com/depts/eventscenter](http://www.solanocounty.com/depts/eventscenter). A security deposit of \$350 must be paid to confirm a reservation. All rental fees must be paid no later than 30 days prior to the reserved time.

### **What if I need a certain table configuration?**

Available table configurations are shown on the County website at [www.solanocounty.com/depts/eventscenter](http://www.solanocounty.com/depts/eventscenter). Please indicate which configuration is preferred at the time the reservation is made. Custom configurations can also be provided (additional charges may apply). Last minute requests for changes **cannot** be guaranteed. If any tables need to be moved during the reserved time, unlock the table wheels first to prevent damage or injury.

### **How/when do I get/return the keys/badges for a room in the CEC?**

The keys/badges must be picked up from County staff at 675 Texas Street, Suite 2500, Fairfield, CA 94533 between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, and directly before the reserved time. Return the keys to County staff during the same times directly after the reserved time ends.

### **What am I responsible for bringing (what is not provided)?**

You are responsible for bringing: computers/laptops/tablets; adapters/chargers; office supplies; flip charts/easels/pointers; markers/dry pens, etc. A commercial kitchen is available for rent, but you are responsible for coordinating a caterer.

### **What items are provided?**

Each room is equipped with tables and chairs, a built-in video projector, and a built-in audio system. Microphones can be checked out with the room keys if desired.

**How do I adjust the window shades?**

There is a small white box between the light switches and the A/V wall panel. Press up or down and use the stop button to keep the shades partially open.

**How do I use the audio/visual (A/V) equipment?**

Step by step instructions are provided with the room keys and are also located on the County website at [www.solanocounty.com/depts/eventscenter](http://www.solanocounty.com/depts/eventscenter). Individual training is recommended and can be provided by County staff with **48-hour (2-business day)** notice. County staff can be reached at (707) 784-7900.

**What do I do with any trash?**

All trash, except boxes, should be placed within the trash containers provided.

**What if I need emergency assistance?**

For the Sheriff, call (707) 421-7079. For the Fire Department, call 911.

**What if I need non-emergency assistance?**

County staff may only be available to assist between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday, and can be reached by calling (707) 784-7900. If there is a building-related issue (water leak, broken window, unsecure door, etc.), during any other time of the week, call the Sheriff at (707) 421-7079 and the call will be dispatched to Facilities Operations for immediate attention.

**What should I do after I have used the room?**

- ✓ Follow the A/V instructions to make sure the system and projector have been turned off
- ✓ Put tables/chairs back as they were found if they were moved
- ✓ Rooms should be left neat, clean, and free of trash
- ✓ All interior/exterior doors and cabinets should be closed/locked
- ✓ Return any keys/badges/microphones to County Staff at 675 Texas Street, Suite 2500, Fairfield