

## How to Book an Event

1. Read our [SCDC Use Guidelines](#) to make sure we are a good fit for your event.
2. Check our [online calendar](#) to see if your dates/times are available. If there is another event booked by a meditation or study group, you may still book part of the Center for your event. Approval of your event will be based on the day/time, size and compatibility.

Be aware that meditation groups meet in the evenings Mon-Thurs, and on Sunday 11-12 and 6-7, so booking at these times places additional constraints on your event. Please contact Chris @ 530-588-4941 with any questions.

3. Choose which room or areas of the Center you will need. There are four primary areas for use. Two meditation halls are located on opposite ends of Center. The larger Buddha Hall has a 45 person capacity, while the Lotus Room is approximately one-half that size. There are separate bathroom facilities with each. There is a central living room/dining room/ kitchen space. There is an outdoor space which is rather stunning with 3 large Valley Oaks holding court. If you are unfamiliar with the Center, we encourage you to schedule a visit before you finalize your plans.
4. Event Fees – A flat fee of \$15/person with a minimum total charge of \$45, and a maximum charge of \$150. For all-day events, a flat-fee of \$25/person with a minimum total charge of \$75, and a maximum charge of \$250. No fee is set in stone. Questions or concerns, please contact Chris.

5. Initiate booking requests ~~can also be initiated~~ by emailing: [admin@skycreekdharmacenter.org](mailto:admin@skycreekdharmacenter.org), or by calling: Chris Gaffney @ 530-588-4941

If you are in communication with a particular sangha about your event, please have them contact Chris to coordinate.

In either case, the booking request should include:

- Date and times of your proposed booking
- Purpose of proposed booking. Please include a description of your group or event.
- Areas/rooms you'd like to use.

Once your request is processed and your date approved, SCDC will:

- Call or email you to confirm.
- If your event is public, we can:

- Post your event – with the details and description you provide on your Booking Request – on the calendar on our website.
- Send event information to the Dharma Center email list.
- Make a Facebook event page for your event.