

The South San Francisco Parks and Recreation Department also offers many other facilities for reservations, including meeting rooms at Terrabay Gymnasium, Westborough Park Building, and Joseph A. Fernekes Building.



- **Deposit:** The refundable deposit is returned to the renter after the event provided no damage, additional cleanup, or policies are violated.
- **Insurance:** An insurance certificate is required for most rentals. You may opt to purchase insurance through the city.
- **Security:** Security may be required at “high-risk” events. Contact staff for more information.
- **Make your Appointment:** Contact the Parks and Recreation Office at (650) 829-3800 or email FacilityRequests@ssf.net to book your venue.

City of South San Francisco Parks and Recreation Department

33 Arroyo Drive
South San Francisco, CA 94080
(650) 829-3800
www.ssf.net

FACILITY RENTALS

Municipal Services
Building

THE FACILITY

The Municipal Services Building is a highly adaptable facility with multi-use rooms fit for wedding receptions, christenings, meetings, seminars, private parties, and special events. Areas available to rent include: the Council Chambers best for business seminars and presentations; the garden style Atrium as its own facility or a complement to other events; a smaller private party/meeting room perfect for intimate parties or lectures; and the grand Social Hall suitable for virtually any extravagant affair.



Atrium



Butterfly Room

Municipal Services Building	Min. Rental Time	Non-Profit	Hourly Rates Resident	Non-Resident
Social Hall with Kitchen	5 hrs	\$165	\$180	\$195
Social Hall w/ Kitchen & Atrium (1hr)	6 hrs	\$165	\$180	\$195
Atrium/Marie Peterson Rm w Kitchen	6 hrs	\$100	\$115	\$130
Atrium with Kitchen	4 hrs	\$90	\$105	\$120
Marie Peterson Room w Kitchen	4 hrs	\$80	\$95	\$110
Better Weber Room	2 hrs	\$55	\$70	\$85
Community Room w/out Kitchen	2 hrs	\$90	\$105	\$120
Belloni Room (No Food)	2 hrs	\$60	\$75	\$90
Butterfly Room (No Food)	2 hrs	\$80	\$95	\$110

App fee: \$75 | Insurance: \$105-180 | Alcohol surcharge: \$25-100 | Refundable deposit: \$350 | Due at reservation: \$300

To reserve a facility today, call (650) 829-3800 or email FacilityRequests@ssf.net.

Capacity: Several rooms from 25-300 guests.

Need a hand? We provide professional, courteous, and skilled staff to assist you.

Tables and chairs: No need to worry - we set up your room to meet your needs before your event at no additional cost.

Food: Cater in or bring your own food. The Municipal Services Building features a commercial kitchen to feed a small group or tend to pre-cooked food. Unlike many other locations, we do not require approved caterers.

Parking: Municipal Services Building has ample and FREE parking for any event.

Accessibility: The parking lot has adequate disabled parking stalls and the facility is accessible to persons of all abilities.



Betty Weber Room