

FREQUENTLY ASKED QUESTIONS

How do I reserve Primrose Studio?

Inquiries must be submitted using the online form found on the Primrose Studio website. The Rental Agreement to reserve Primrose Studio is digitally sent to Users for completion and signature via DocuSign. Payment is made with credit card through a secure web portal.

How can the space be configured?

Primrose has 36 ergonomic interior chairs and 12 - 2x6 tables that can be arranged into a variety of configurations including theatre style, classroom style, pods, hollow square, and U-Shape.

Can we rearrange the room into a different configuration?

The facility attendant will set up the room to your specifications prior to your event. You may rearrange the room if desired. It is recommended that you let the facility attendant know so you can be instructed in how to work the tables and chairs without injury or damage to the premises. You are responsible for any damage. When rearranging the room you must maintain a fire escape egress to doors and may not block access to any exits.

If I need to cancel my reservation will I get a refund?

If you cancel with 30 days or more notice you will get a full refund of the administrative fee. Notices of cancellation less than 30 days in advance will not receive a refund.

Can I reschedule my reservation?

Yes. Previous payments may be credited to the rescheduled event if new event date is within 6 months of original event date and request for rescheduling is made more than fourteen (14) days before original event date. If request for rescheduling is made within fourteen (14) days of original event date, the reschedule will be treated as a cancellation.

Can I hold a political fundraiser or rally at Primrose Studio?

Per the Rental Agreement, Primrose Studio may not be used to influence a ballot measure or promote or oppose a candidate for political office

Can we bring in a small kitchen appliance that is not provided such as a waffle iron, or indoor grill?

Yes, you may bring in small kitchen appliances. Any preparation of food using an appliance not provided must be performed beneath or near the exhaust hood of the kitchen's stovetop. You may grill in accordance with any current city, county or state fire restrictions, only with prior approval of the Primrose Studio Manager.

Is there a trail connection between Primrose Studio and Reservoir Ridge Natural Area or the Foothills Trail?

No. Access to Reservoir Ridge Natural Area is only available from the trailhead parking lot at the west end of Michaud Lane, or the Centennial Drive trailhead. To connect Primrose Studio and Reservoir Ridge Natural Area, use the road between the Michaud Lane trailhead and Primrose Studio. For your safety and to protect wildlife and plants, off-trail travel is not allowed.

Can we set up recreational equipment like a volleyball net, croquet set or bocce ball in the area around the studio?

For your safety and that of the wildlife and plants, the area surrounding Primrose Studio is closed to off-trail use. You may not set up any recreation equipment.