

Sacramento LGBT Community Center Facilities Rental Policies and Procedures

Room Rental Hours

The Sacramento LGBT Community Center’s regular business hours are as follows: Monday–Friday, noon to 6 p.m. The Sacramento LGBT Community Center is available for rental outside regular business hours with pre-arrangement. All users after regular business hours must adhere to the Key/Alarm Agreement (Form LC-001), or make arrangements with the Facilities Director for access to the building.

Please remember that room set-up, take down, and clean up must be completed during the contracted rental time. For example, a one-hour meeting might require 5-minutes to set up and 10-minutes for cleanup, i.e., this means that either the meeting itself be 45 minutes long or that you reserve one and a quarter hours. Please take this into consideration when making your room reservations.

Room Rental Procedures and Method of Payment

- 1) Verify the date and room availability by phone, email, or in person by contacting the Facilities Director.
- 2) Complete a Meeting Space Rental Agreement (Form LC-004) and return to the Facilities Director along with the rental rate deposit due.
- 3) A deposit in the amount of 50% of the rental rate is due to reserve the meeting space.
- 4) Final rental fees are due five (5) business days prior to the event.
- 5) Deposits and rental rate fees can be paid by cash, check, debit card, Visa, MasterCard, Discover, or American Express.

Rental Rates

Room	Capacity	For Profit & Private Parties	Non-Profit
Lambda Room (2 nd Floor)	25	\$35/hour	\$20/hour
Lambda Lounge (Main Floor)	50	\$50/hour	\$25/hour
Q-Spot	25	\$35/event	\$20/hour
Kitchen Use	n/a	\$10/event	\$10/event

Parking

Note that the Center has no designated parking. Parking for any activity happening at the Sacramento LGBT Community Center will be the responsibility of the user and in accordance with the regulations of the City of Sacramento.

Cancellation Policy

For Rooms, deposits are refunded as follows:

- Full refund if the Center is notified *more* than 30 days prior to event date.
- 75% refund if the Center is notified 21 to 30 days prior to event date.
- 50% refund if the Center is notified seven to 13 days prior to event date.
- No refund if we are notified *less* than seven days prior to event date.
- NOTE: This schedule also applies to reservations made less than 30 days prior to event date.

The Center will refund the full deposit if the reserved space can be re-rented for the same date and time.

Special Consideration

Discounts for groups are on a case-by-case basis and only with written consent from the Executive Director. The Center relies on rental income to keep the doors of the Center open to the community after business hours.

General Information

Food and beverages will be allowed on the premises only with a guarantee of cleanup. All garbage and recycling must be removed from the Center and placed in the garbage bins outside before leaving the Center. **Rooms must be left in the same or better clean condition as they were found.** If you find that your room is not ready for use, notify the front desk immediately.

Alcohol may NOT be served or consumed in conjunction with an event without explicit written consent from the Executive Director. The event organizer is required to obtain the proper alcohol use permit. See our Alcohol Policy. All renters must adhere to the Sacramento LGBT Community Center's Code of Conduct.

The Sacramento LGBT Community Center will be closed on the following nationally-observed holidays and rooms will be unavailable (except by special arrangement): Memorial Day, Independence Day, Labor Day, Thanksgiving (Thursday and Friday), Christmas Eve and Day, New Year's Eve and Day.

All deliveries to the Center associated with your event must be received by an event representative. The Center **cannot** be responsible for receiving deliveries.

Property damage of any kind to the Center's property is the sole responsibility of the renter and the renter will be charged for repair or replacement at our actual cost plus staff time, if applicable.

If an event is to be advertised and the ad include photos of the Sacramento LGBT Community Center, those photos must be approved by the Executive Director before use.

When there is more than one request for a particular room at a specific date and time, priority will be given as follows:

- 1) Programs/events of the Sacramento LGBT Community Center.
- 2) Programs/events co-sponsored by the Sacramento LGBT Community Center.
- 3) Programs/events presented by organizations collaborating with the Sacramento LGBT Community Center.
- 4) Groups or organizations contributing more than \$25,000 a year to the Sacramento LGBT Community Center.
- 5) Groups or organizations contributing more than \$10,000 a year to the Sacramento LGBT Community Center.

Alcohol Use Policy

All use of alcohol at the Center must be approved in advance by the Executive Director of the Center. The following are the requirements for approval of alcohol use on The Sacramento LGBT Community Center property:

- 1) All nonprofit and for profit organizations are required to obtain a one-day alcohol use permit from the Department of Alcohol and Beverages Control 3321 Power Inn Road, Suite 230. Sacramento, CA 95826 (916) 227-2002, SAC.Direct@abc.ca.gov
- 2) No bottled alcohol may be served.
- 3) All alcohol must be served with food and water.
- 4) All nonprofit and for profit organizations are required to obtain an insurance certificate for their event when serving alcohol naming the Sacramento LGBT Community Center as the loss payee.

- 5) If the event is being catered, the catering company or individual must be licensed to serve alcohol and must provide proof of licensing to The Center prior to the event. A copy of the license will be kept on file with other paperwork pertaining to said event. In addition, the caterer must provide an insurance certificate naming the Sacramento LGBT Community Center as the loss payee.
- 6) The Sacramento LGBT Community Center reserves the right to deny alcohol use at any public or private event.
- 7) Under no circumstances may alcohol be served to minors.

Code of Conduct

In keeping with our mission, the following activities are not allowed on or near any Sacramento LGBT Community Center property or at any Sacramento LGBT Community Center event:

- 1) Physically or verbally threatening or harassing any person in any way, including stalking or obsessive behavior.
- 2) Using sexually explicit language, obscene gestures or discriminatory language referring to race, sex, sexual orientation, age, gender identity or expression, mental/physical impairment, national origin, ancestry, family status, faith or other discriminatory remarks that are likely to upset or disturb the peace of staff, clients, volunteers, or visitors are strictly prohibited.
- 3) Engaging in sexual activity.
- 4) Defacing, damaging or destroying any Sacramento LGBT Community Center property or the property of our employees, volunteers, clients, visitors or tenants.
- 5) Possession, use, or sale of illegal substances, weapons or contraband.
- 6) Possession or consumption of alcohol except for the designated areas inside pre-approved special events.
- 7) Soliciting for any purpose, including asking for money, contributions or donations unless such activities have been approved by the Executive Director.
- 8) Assembling for the purpose of disturbing the public peace or committing any unlawful act.
- 9) Fighting, annoying others through noisy or boisterous activities or in any way creating a disturbance which is destructive or dangerous to others.
- 10) Running, skating, rollerblading, skateboarding, bicycling or otherwise obstructing or impeding the free flow of pedestrian traffic.
- 11) Failing to wear reasonably appropriate attire at the Center or for a Center event.
- 12) Bringing animals onto the Sacramento LGBT Community Center property, with the exception of animals trained to assist and accompany physically challenged individuals.
- 13) Posting or distributing non-Center flyers or notices without prior approval from a member of the senior staff.
- 14) Smoking other than in designated smoking areas. Designated smoking areas are 20 feet away from any center doorway, stairway or ramp entrances.
- 16) Sharing of any prescribed medication to anyone.
- 15) Distribution of alcohol or illegal drugs to minors.

Meeting Space Rental Agreement

(Please Print)

Contact Information

Group Name				Group Type <input type="checkbox"/> Non-profit <input type="checkbox"/> For profit
Address				
City/State/Zip				
Website				
Email				
Phone		Fax		
Contact Name				
Contact Phone		Alternate Phone		
Cell Phone		Other Phone		

Meeting Information

Meeting Date(s)	<input type="checkbox"/> One-time <input type="checkbox"/> Recurring				
Start Time	:	<input type="checkbox"/> AM <input type="checkbox"/> PM	End Time	:	<input type="checkbox"/> AM <input type="checkbox"/> PM
Setup Time	minutes		Breakdown Time	minutes	
Number of people attending					

Facilities Manager Use

Rental Rate	per <input type="checkbox"/> Hour <input type="checkbox"/> Instance <input type="checkbox"/> Week <input type="checkbox"/> Month		
Room Request	<input type="checkbox"/> Lambda Room <input type="checkbox"/> Lambda Lounge <input type="checkbox"/> Q-Spot	Deposit Due:	
Kitchen Use	<input type="checkbox"/> Yes <input type="checkbox"/> No (\$10/event)	Deposit Date Received:	
Final Payment:	Final Payment Due Date:	Final Payment Date Received:	

Please make check payable to: **Sacramento LGBT Community Center**

Terms & Conditions

- The Center is to be left clean, all garbage and recyclables are to be removed from the building immediately after any function. Failure to do so will result in the renters paying for garbage removal.
- The Renter is responsible for set up and break down of all tables and chairs used at functions. All furniture shall be placed back in its original position unless prior arrangements have been made.
- Any personal or group property left on Center premises shall be at your own risk and only with prior permission.
- Services of Police or Fire to satisfy the requirements of State or Local Statute, or for any other reason, shall be the responsibility of the individual or group renting the building.
- Renters who are charging an entrance fee for their event must obtain General Liability Insurance of at least \$1,000,000 in which the Sacramento Gay & Lesbian Center is listed as "additional insured" party. You must provide the Center office with a Certificate of Insurance prior to the event.
- Damage to Center property caused by the renter, any contractor or employee of the renter, or any person attending the event for which the Center was rented, will be charged to the Renter.
- No alcohol of any kind is allowed in the Center without explicit written consent from the Executive Director.
- By the completion of the meeting, a facilitator or leader of the group should complete and turn in a Meeting Report (form LC-005).

I agree to abide by the terms and conditions of this agreement including any supplementary agreement(s) attached hereto; to follow all Rental Policies and Procedures; to keep and maintain the Center property and good name in the condition as found, to maintain the security of the premises and all equipment, furniture, fixtures and valuables, allowing no unauthorized person(s) to enter or use Center property and to remove any property brought into the Center when rental period is over.

Signature of Renter

Printed Name of Renter

Date

Center Representative Authorization

Date