



Facilities Rental Policies and Procedures

Room Rental Hours

The Sacramento LGBT Community Center’s regular business hours are as follows: Monday - Friday 10 a.m. – 8 p.m., Saturday - Sunday 12 – 6 p.m. The Sacramento LGBT community center is available for rental outside of regular business hours on a case-by-case basis. All users after regular hours must adhere to the Key/Alarm Agreement (Form LC-001) or make arrangements with the Office Assistant for access to the building.

Please remember that room set up, take down, and clean up must be completed during contracted rental time. For example, a one-hour meeting might require 5 minutes to set up and 10 minutes for cleanup. This means that either you’re the meeting itself is 45 minutes long or that you reserve one and 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 Office Coordinator at (916) 442-0185 ex 101.
2. Complete a Meeting Space Rental Agreement and return to the Office Coordinator or front desk staff along with 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 5 business days prior to the event.
5. Deposits and rental fees can be paid by cash, check, debit or credit card. Make checks payable to Sacramento LGBT Community Center.

ROOM	CAPACITY	FOR PROFIT & PRIVATE PARTIES	NON-PROFIT
COMMUNITY ROOM	30-45	\$75/hour	\$40/hour
CONFERENCE ROOM	20-25	\$50/hour	\$30/hour
FOUNDERS ROOM	6-10	\$25/hour	\$20/hour
Q-SPOT	25-30	\$35/hour	\$20/hour
PATIO	n/a	\$10/event	\$10/event

Parking

Note that there is no parking lot assigned for the Center. 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 followed:

- Full refund if we are notified *more* than 30 days prior to the event date.
- 75% refund if we are notified 21 to 30 days prior to event.
- 50% refund if we are notified 14 to 20 days prior to event.
- 25% refund if we are notified 7 to 13 days prior to event.
- No refund if we are notified less than 7 days prior to date.

NOTE: This schedule also applies to reservations made *less* than 30 days prior to event.

Special Consideration

Discounts or trade arrangements may be available to small nonprofit organizations with limited income and will be considered on a case by case basis.

General Information

The Sacramento LGBT community center will be closed on the following nationally-observed holidays and rooms will be unavailable (except by special arrangement): Martin Luther King’s Birthday, President’s Day, Memorial Day, Independence Day, Labor Day, Veteran’s 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.

If you find your room is not ready for use, notify front desk staff immediately.

If any event is to be advertised and the ad includes photos of the LGBT community center, those photos must be approved by the executive producer before use. The Center’s logo may not be used without expressed written permission.

We reserve the right to review and approve all facility rental requests. 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 produced by or in participation with the Sacramento LGBT Community Center.
2. Programs/events produced by LGBT nonprofit organizations or other groups aligned with our mission.
3. Programs/events produced by other organizations or individuals.

Terms and Conditions (initial after reading each one)

- *Any personal or group property left on Center premises shall be at your own risk & only with prior permission.* _____
- *The Center is to be left cleaned, with all garbage and recyclables removed from the building immediately after any function. Failure to do so will result in charges for garbage removal.* _____
- *The Renter is responsible for the setup and break down of all tables and chairs. All furniture shall be placed back in its original position unless prior arrangements have been made.* _____
- *Services of Police and 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.* _____
- *By the completion of the meeting, a facilitator/leader of the group should complete and turn in a Meeting Report form.* _____
- *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 LGBT Community Center is listed as “additional insured” party. You must provide the Center office with a Certificate of Insurance prior to event.* _____
- *The renter will be charged for any damage to Center property caused by the renter, any contractor or employee of the renter, or any person attending the event.* _____

- No alcohol of any kind is allowed in the Center without explicit written consent from Executive Director, and all ABC permits.
- All conditions of the Center's Code of Conduct must be observed at all times when using Center facilities and the renter is responsible for holding guests accountable to the Code of Conduct.

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

Printed Name

Signature

Date

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 Rd 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 Sacramento LGBT Community 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.

Printed Name

Signature

Date

Code of Conduct

Our goal is to create a region where LGBTQ people thrive. It is our responsibility to provide leadership and enlightenment to the Sacramento region's most diverse community by creating a safe and welcoming environment that fosters self-help and education for all its patrons. So that all individuals visiting the Center may enjoy the benefits of free and equal access to LGBTQ affirming resources, we have developed the following guidelines. Any person who, in the opinion of any Staff or Volunteer, violates the Code of Conduct will be asked to leave and may be subject to further suspension from Center services and criminal prosecution for trespassing.

1. No person shall display disrespect for another person's sexual orientation, gender, racial or ethnic identity, gender expression, or privacy.
2. All guests must check in and out with Center staff or volunteers before and after accessing services.
3. No person shall display or brandish firearms or weapons of any kind on the Center's property.
4. No person shall engage in physical or verbal altercations (including assaults, fighting, or the use of hate speech, profanity, threats, or threatening gestures toward another person).
5. No person shall engage in acts of sexual misconduct (including indecent exposure, sexual contact and, intercourse), exhibit lewd and lascivious acts, possess sexual materials, and/or use the Center's computers or wireless network to access sexual materials.
6. Distribution and use of marijuana, alcohol, and other non-prescribed drugs is prohibited.
7. Theft, vandalism, or defacing of Center property or the personal items of guests, staff, or volunteers is prohibited.
8. No person shall fraudulently use another guest's identity for any purpose; including to use the computers.
9. No person shall ask another for money, food, cigarettes or other personal items other than those offered by the Center's resources.
10. No person shall use the restrooms unreasonably to smoke, use illegal drugs, solicit, shave, wash clothes or bath in the sink, clog plumbing, or look into an area designed to provide privacy to a person using the area.
11. Manipulation of or interfering with the Center's computers or internet management system or downloading copyrighted material of any kind over the Center's network is prohibited.
12. Improperly depositing bodily fluids on the Center's property, inside or outside, is prohibited.
13. Selling merchandise on any part of the Center's property without express permission of the Center is prohibited.
14. No person shall smoke cigarettes or vape inside the Center's facilities or within 20 feet of all entryways to the building.
15. Sleeping, pretending to sleep, or lying on the ground or furniture outside the Center at any time is prohibited. Camping or loitering on the front steps, back patio, or around the perimeter of the property is strictly prohibited.
16. Noise levels that disrupt other guests, staff, or Center neighbors are prohibited. Headphones are required for audio or video of any kind.
17. Non-supervised use of the kitchen refrigeration, appliances and utensils is prohibited.
18. All animals must be on a leash or in a crate at all times. All people are responsible for the actions of their animals.
19. All persons shall, at all times, wear clothing covering the upper AND lower body in addition to shoes or other footwear.

20. No person shall use the Center's phone line without prior staff approval and will be limited to 5 minutes.
21. Any person who is visibly and/or audibly ill or intoxicated will be asked to leave the Center to obtain medical attention.
22. No person shall emit strong or pervasive odors, including perfume or cologne, that can be detected from more than 6 feet away. Odors interfere with other's ability to safely and peacefully enjoy the Center's facilities.
23. No person shall perform media or commercial photography and/or video without prior permission from the Center's Management.
24. Unauthorized presence in staff-designated areas and entering or remaining inside Center facilities before or after posted hours of operation is prohibited.
25. Rummaging through trash areas, trash cans, smoking receptacles, as well as unauthorized entry within the locked trash area is prohibited.
26. Though charging electronic devices is permitted, items such as laptops, cellphones, tablets and iPads should not be left anywhere unattended. In addition, no person shall leave bags, electronics, clothing items or other personal belongings anywhere on the property. The Center assumes no responsibility for lost or stolen property. Unattended items may be removed or discarded without notice.
27. By order of the Fire Marshal, people, animals or property must not block aisles, doorways, stairways or ramps. Large items such as carts, bicycles and luggage may not be brought into Center facilities nor left at the Center's entrance.
28. Refusing to leave the building or computer area as directed by staff during emergency evacuation is prohibited.
29. Any person loitering around Center property in a suspicious manner or using facilities for purposes other than their intended purpose is subject to the direction of staff and possible removal.

Illegal activity, as well as any willful or repeated violations of this Code of Conduct or other Center regulations, may result in removal from the facility and/or suspension of the Center's privileges. In addition, where authorized by Federal, State or local law, violations of this Code of Conduct may also result in arrest. For repeated violations, the length of suspension of service and/or exclusion from the Center's property will be determined by the Center's Management. The Center's Management reserves the right to modify the length of a term for suspension of visitation privileges based on administrative review. Patrons who wish to request a reasonable modification to this Code of Conduct because of a disability or health problem may contact the Center's staff or may call the Director of Programs at 916-442-0185 ex106.

All patrons entering the Center shall consent to the STAFF searching PURSES, BAGS, PARCELS, BREIFCASES AND OTHER PACKAGES for prohibited materials. Refusal to submit to a search when requested will result in a person immediate expulsion from the Center

Please alert staff if you have any health or safety concerns during your visit.

I have read and understand the above Code of Conduct.

Printed Name

Signature

Date

Meeting Space Rental Agreement

Contact Information

Group Name:		<input type="checkbox"/> Non-profit <input type="checkbox"/> For-profit / private party
Address:		
City, State, Zip:		
Website:		
Contact Name:		Pronouns:
Mobile Phone:	Alternate Phone:	
Email:		

Meeting Information

Meeting Day/Date:		<input type="checkbox"/> One Time <input type="checkbox"/> Recurring
Event Start Time:	<input type="checkbox"/> AM <input type="checkbox"/> PM	Event End Time: <input type="checkbox"/> AM <input type="checkbox"/> PM
Setup Start Time:	<input type="checkbox"/> AM <input type="checkbox"/> PM	Breakdown End Time: <input type="checkbox"/> AM <input type="checkbox"/> PM
# Attending:	Frequency: <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Other:	
Room Request: <input type="checkbox"/> Community <input type="checkbox"/> Conference <input type="checkbox"/> Founders <input type="checkbox"/> Q-Spot <input type="checkbox"/> Patio		
Please describe the activities and needs of your event:		

Office Manager Use

Rental Rate:	<input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Flat Fee	Total Cost:
Deposit Amount:	Date Deposit Received:	
Final Payment:	Date Final Payment Received:	