Humane Society of San Bernardino Valley
Auditorium Use Policy

Date Approved by Board: May 24, 2006

General: The Joyce A. Martin Auditorium is open for use by service clubs, professional associations, corporate groups, children's groups such as boy and girl scouts, and for those involved in animal welfare. The use can be for dinners, lunches, seminars, retreats and workshops.

Procedures:

- An application for use of the room must be submitted at minimum ten (10) business days prior to the desired date. The application much be completely filled out and signed. The Humane Society reserves the right to cancel rental of the room based on internal needs. Fees and deposits must be paid in advance.

- The date and time for use of the room must be coordinated with the Humane Society during normal working hours, or on weekends as approved.

- Humane Society sponsored groups and functions will be allowed to utilize the room free of charge.

- Non-Profit Organizations (501-C-3) entities and community groups who are not providing a charge for use of the room will incur a non-refundable $50 cleaning deposit. Depending on the event and activity, the Humane Society reserves the right to waive the deposit.

- Other individuals and groups; groups soliciting donations or charging admission; groups sponsoring activities closed to the public will be subject to fees as stated below, plus a $50 non-refundable cleaning deposit.

Auditorium:	$25.00 per hour (maximum 4 hours)
Kitchen:	$50.00 per hour (or arrangements w/Humane Society Caterer)
Additional Hours:	$50.00 per hour
Attendant Fee:	$15.00 per hour after regular HSSBV operating hours

- User must provide proof of insurance and name HSSBV as "additional insured" on policy for day of the event.

- No alcohol is to be provided or served without the written consent of the HSSBV. **No alcohol in parking lot area or administration / clinic**. If it is agreed that alcohol can be provided then the following is required:

    - If serving alcohol, user must provide copy of insurance policy with a liquor liability rider
    - If selling alcohol, user must provide copy of insurance policy with liquor liability rider PLUS obtain a one-day permit with ABC.

- The premises must be left clean, including but not limited to:
    - Replace all furniture to its original location.
    - Wipe off all chairs and tables belonging to HSSBV.
    - Remove any food or beverage brought in to the facility.
    - Remove all trash from the premises relating to the event. Dumpsters are located in the back parking lot.
    - Pick up all trash that may be deposited on the lawn area, i.e. cigarette butts.
    - No candle burning is permitted.
    - No confetti shall be used.
    - Premises should be locked and air conditioning unit turned down upon departure from the facility.

- No cleaning supplies are provided; you must bring in your own supplies.

- User agrees to pay all costs associated with repair and cleaning due to their use.

- Smoking is not allowed in the Joyce A. Martin Education Auditorium.

Humane Society of San Bernardino Valley
Room Usage Agreement Authorization

The undersigned agrees to all terms and conditions set forth in the Auditorium Use Policy.

Signature: _____ Date: _____

Name (Print): _____

Business: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone (Business): _____

Phone (Mobile): _____

Phone (Home): _____

E-mail: _____

Additional Contact Persons:

Name: _____ Phone: _____

Name: _____ Phone: _____

Humane Society Approval:

Approved by: _____ Date: _____
Executive Director

For Office Use Only: Additional Provisions – _____

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Updated: 6/5/06