

Humane Society of San Bernardino Valley Education Center Usage Policy and Procedures

Date Approved by Board: May 24, 2006

Revised: January 2013

General: The Joyce A. Martin Education Center is available for use by service clubs, professional associations, corporate groups, childrens' groups such as boy and girl scouts, and for those involved in animal welfare.

Procedures:

- A rental application should be submitted a minimum of ten [10] business days prior to the desired date. **Application must be completed and signed by the renter.** The Humane Society reserves the right to cancel rental of the room in case of emergency and any fees paid will be refunded.
- User may be required to provide proof of insurance and name HSSBV as “*additional insured*” on policy for each day the auditorium is rented.
- All fees and deposits must be paid in advance, unless prior agreement has been reached and approved by the Humane Society of San Bernardino Valley. The auditorium cannot be placed on hold or reserved unless a **non-refundable cleaning deposit of \$50.00** has been submitted.
- The date and time for use of the room will be coordinated with the Humane Society during our normal hours of operation, or on weekends as approved.
- Humane Society of San Bernardino Valley sponsored groups and functions may be allowed to utilize the room free of charge.

▪ Renter's Fees:

Education Center:	\$25.00 per hour (minimum rental of 2 hours, maximum 4 hours)
Kitchen:	\$50.00 per hour
Additional Hours:	\$50.00 per hour (after 4 hours)
Attendant Fee:	\$20.00 per hour after regular HSSBV operating hours

- No alcohol is to be provided or served without the written consent of HSSBV. If it is agreed that alcohol can be provided, 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.
 - Alcohol may only be served in the Education Center. Alcohol is not permitted in parking lots, administration, clinic, front walk ways, and garden.

- 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.
 - HSSBV Staff should be notified so that premises can be locked and air conditioning unit turned off 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 use.

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

- Please keep the first two pages for your records -

Humane Society of San Bernardino Valley Education Center Usage Agreement Authorization

The undersigned agrees to all terms and conditions set forth in the Education Center Usage Policy.

_____ By initialing here, renter agrees to all terms and agreements and has provided the necessary documentation for use of the **Joyce A. Martin Education Center**

Please mark all usage for this rental that applies:

- Education Center (\$25.00 per hour; min. rental of 2 hours, max. rental of 4 hours)
- Additional Hours (\$50.00 per hour, after 4 hours)
- Use of Kitchen (\$50.00 per hour)
- Use of caterer (\$50.00)
- After hours usage (\$20.00 per hour; Regular business hours are 7:30a.m. - 4:30p.m. Monday - Friday)

Date of rental: _____ Time of rental: _____
(Example 8a.m. - 5p.m.)

Total hours of use: _____

Name (Print): _____

Business: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone (Business): _____

Phone (Mobile): _____

Phone (Home): _____

E-mail address: _____

Signature: _____ Date: _____

Additional Contact Persons:

Name: _____ Phone: _____

Name: _____ Phone: _____

Humane Society Approval:

Approved by: _____ Date: _____
Executive Director

Office Use Only- Additional Provisions- _____
