

**Shasta Builders' Exchange
Training Center
Room Rental Agreement
Policies & Procedures**

RESERVATIONS & CANCELLATION POLICY:

- A. The SBE Training Center facilities are available for rent seven days a week, 24 hours per day, by reservation only. Available rooms include Shasta Hall, Kitchen, Trinity Room, Lassen Room, and the Business Center. A mobile computer lab is available for set up in any of these rooms for an additional fee. Rooms may be reserved for 4, 8 or 12 hours. The times of day will dictate the term of the rental. Rental times include set up and clean up.
- B. A security deposit equal to the room rental fee is due and payable upon reserving a room(s) and the signing of this agreement. If the room(s) is returned to its original condition the security deposit will be fully refunded. However, if the room requires additional cleaning or incurs any damages, the deposit will be forfeited. If the renter is serving food, \$75.00 of the security deposit is non-refundable.
- C. The room rental fee is due and payable no less than 30 days prior to the event. If the application is approved less than 30 days prior to the event, all fees must be paid in full upon completion of this agreement. The SBE Training Center reserves the right to cancel any event if the renter does not comply with the policies and procedures stated in this contract or under any unforeseen circumstances.
- D. Any changes as to the nature of the event or any major changes to the application must be submitted in writing to the SBE Training Center no less than 2 weeks prior to the scheduled event. Any necessary fee adjustments will be made at that time.
- E. Additional charges or fees will result in case of overtime use, damage, or when services are provided which were not originally requested and paid for in the application.
- F. Renter agrees to use the rented premises in a manner which shall not interfere or cause interference with the use or occupancy of the other portions of the building by the SBE Training Center or others in any way.
- G. Cancellation of an event must be submitted to the SBE Training Center in writing and is subject to the following fee schedule:
 - a. 30 days or more prior to the event will result in a full refund.
 - b. 15-29 days prior to the event will result in 50% refund of fees plus full refund of cleaning deposit.
 - c. Less than 15 days will result in a forfeit of all fees with the exception of the deposit.

ROOM SET-UP & CLEANING:

- A. The allotted time for room rental includes set-up and clean up. If the renter wishes to use a different layout other than the normal "classroom style," they will be responsible for setting up the room(s) as well as returning the tables and chairs to their original positions.
- B. If attendance of the event exceeds 100 people, the SBE Training Center must be advised at the time of rental to assure that sufficient tables and chairs are available. Additional fees may apply for use of extra tables & chairs. All table tops must be wiped clean after the event.
- C. All spills must be mopped up. All soiled tables and chairs must be wiped down. All trash must be picked up, bagged, and disposed of in the "dumpsters" located in the parking lot.
- D. All or a portion of the security deposit may be withheld if the facility is not adequately cleaned, or if damage occurs.
- E. Additional fees may apply due to any damages or loss of property incurred by the SBE Training Center.

DECORATIONS:

- A. Cellophane tape, adhesives, nails, screws, staples, tacks, or any other devices which may mar or leave a residue are prohibited on walls, woodwork, windows, fixtures, and furniture. Please check with SBETC for permitted decorative adhesives.
- B. Open flames are prohibited including, but not limited to: candles, torches, and hibachis. Candles must be enclosed via votive or hurricane holders. All decorations must be fireproof/fire retardant.
- C. Balloon decorations are permitted; however, all balloons must have a 40-foot streamer to be easily retrieved from ceiling.
- D. Exits must remain clear at all times.
- E. All decorations, placement and decorative scheme must be approved by the SBE Training Center no later than 2 weeks prior to the event.
- F. All decorations must be removed at the conclusion of the event.
- G. Rice, bird seed, small flower petals, glitter, paper and metallic confetti are prohibited.

EQUIPMENT AVAILABILITY:

- A. The SBE Training Center will provide the following equipment for the Renter: tables & chairs, projector, projector screen, DVD/VCR player, wireless internet, wireless lapel clip microphones (Shasta Hall), flip charts, white board, garbage cans, and dry erase markers. The renter must inform the SBE Training Center of all equipment needed by 2 weeks prior to the event.
- B. Equipment and materials owned by the SBE Training Center shall not be removed from the Training Center under any circumstances. If equipment is lost, stolen, or damaged, the Renter shall be held responsible for the cost of replacing the equipment.

ALCOHOL POLICY:

- A. Serving of alcohol must be approved by the SBE Training Center no later than 30 days prior to the event or at the time an application is submitted with proper insurance.
- B. Alcoholic beverages may be served upon SBE Training Center approval so long as the Renter applies for, receives, and displays the proper permits as required by the Alcoholic Beverage Commission and assumes all responsibility. ***You must have a permit to sell alcohol.***
- C. It is the renter's responsibility to comply with the Alcoholic Beverage Control (ABC) Board Regulations. Failure to comply will result in immediate cancellation of the event.
- D. CONSUMPTION OF ALCOHOLIC BEVERAGES BY MINORS IS PROHIBITED AT ALL TIMES.***
- E. The SBE Training Center reserves the right to require Security Officers at any event where alcohol is served.
- F. If alcohol will be served at the event, the Renter must provide the SBE Training Center with a certificate of General Liability Insurance. The certificate of insurance must include:
 - a. Applicant's Name
 - b. Amount of Insurance Coverage
 - c. Location(s) and date(s) the event is being held
 - d. Naming the SBE Training Center as additionally insured
- G. The SBE Training Center, its employees, and volunteers are to be covered as additional insured as respects: liability arising out of activities performed by or on behalf of the Renter; from or in connection with the Renter's operation and use of the rented premises, premises owned, occupied or used by the renter. The coverage shall contain no special limitations of the scope of protection afforded to the SBE Training Center, its employees, and volunteers.

- H. If the renter does not have a certificate of Insurance for General Liability, they must obtain temporary insurance covering the renter and the Shasta Builders' Exchange Training Center for the event. The SBE Training Center can provide you with contact information for temporary insurance if needed.
- I. The renter will provide at least 30 days advance written notice in case of cancellation, non-renewal, or significant change in the scope of its insurance coverage as required under these Terms and Conditions.
- J. ***If a certificate of insurance naming the SBE Training Center as additionally insured is not received by 30 days prior to the event, your event will be cancelled.***

GENERAL LIABILITY:

- A. All groups, organizations, and individuals who rent the facility agree to indemnify and hold the SBE Training Center, its elected and appointed boards, commissions, officers, agents, and employees harmless from any liability for damages and claims for damages or personal injury, as well as for claims for property damage and/or loss, including personal property, which might arise from the use of the SBE Training Center.

ASSIGNMENT & SUB-LEASING:

- A. The Renter shall not assign any interest in this agreement or otherwise transfer or sublicense the licensed premises or any part thereof or permit the use of the licensed premises to any party other than the renter without prior written consent from the SBE Training Center.

SBE TRAINING CENTER GENERAL POLICIES & PROCEDURES:

- A. Renter agrees that any use of SBE Training Center facilities will comply with all statutes, ordinances, rules, and regulations issued by Federal, State, and municipal governments, including all rules of the Redding Police & Fire Departments and the Alcoholic Beverage Commission.
- B. Renter agrees to obtain or collect and to pay and deliver to the proper government agency or regulating authority, any and all license fees, permits, royalties, and taxes required in connection with the use of the facilities.
- C. Renter agrees not to bring on to the premises any material, substance, equipment, or object which is likely to endanger the life of, or cause bodily injury to any person or property or which is likely to constitute a hazard.
- D. The conduct of all participants and spectators while on the SBE Training Center property shall be the responsibility of the Renter. Renter also accepts all responsibility for any injury to person(s) or property, or loss of or damage to property or theft of personal property on SBE Training Center premises during the rental period, or resulting there from.

- E. Smoking is prohibited on the SBE Training Center premises other than in the designated smoking area provided outside of the building.
- F. There are no pets allowed on the grounds unless necessary for the disabled.
- G. Firearms are prohibited on the SBE Training Center premises at all times.
- H. The SBE Training Center is not responsible for loss or damage to automobiles or their contents while parked in the parking lots or on the street.
- I. Delivery and pick up of all special equipment brought onto the SBE Training Center premises are the sole responsibility of the renter. Set up of the equipment may take place during the allotted rental time agreed upon in this contract. Other accommodations for set up may be provided upon approval by the SBE Training Center.
- J. The renter is at all times responsible and shall reimburse the SBE Training Center for any damage, loss, injury, death or other liability of any nature whatsoever to people or property incurred by the SBE Training Center facility or by the renter or any of the renter's guests or any other persons or organizations contracted by the renter to provide any service, food, entertainment, or goods before, during, or following the event. The renter agrees to defend, indemnify, and hold harmless the SBE Training Center, its officers, directors, employees, agents, and contractors from and against any such claims, demands, suits, damages, liability, costs, and expenses (including reasonable attorney fees) incurred in connection with such damage, loss, injury, death, or other liability, or by reason of the breach of this Rental Contract, or by reason of any breach by renter of its contract with a caterer or provider of music or other for the event.

This contract may only be amended or a provision waived by a written instrument signed by an authorized party of the SBE Training Center.

This contract shall be binding on each party's legal representatives, personal representatives, heirs, successors, and permitted assigns.

This contract represents the entire agreement and understanding between the parties hereto and supersedes all prior agreements and understandings regarding the subject matter.

RENTAL AGREEMENT

Name of organization or business: _____

Name of Applicant: _____

Address: _____

Home Phone: _____ Work Phone: _____

Alt. /Cell Phone: _____ Fax: _____

Designated Person in Charge: _____

Address: _____

Home Phone: _____ Work Phone: _____

Alt. /Cell Phone: _____ Fax: _____

Room Requested: _____

Event Date: _____ Event Time: _____

Type of Event: _____

Number of people: _____ Set-Up: _____

Equipment Requested: _____

Catering: Yes/No Name & Phone Number of Caterer: _____

The SBE Training Center reserves the right to terminate this agreement at any time if the renter fails to comply with any of the policies and procedures outlined in the SBE Training Center Room Rental Contract.

Applicant has received, read, and understands the rules and regulations as stated on the attached contract to this application and agrees to abide by these policies and procedures. Applicant agrees to pay the Facility Use Fees, if any, as set forth in the Facility Use Fee Schedule. Applicant understands that these fees are generally adjusted annually and are not guaranteed.

Signature: _____ Date: _____
Authorized Agent or Applicant

Accepted/Approved by: _____ Date: _____
Authorized Agent SBE Training Center

FOR OFFICE USE ONLY:
Rental Fee: _____
Deposit: _____
Addl Fees: _____