



Community Room Reservation Request Form and Agreement

Reserving Room Process:

- Review the Facilities Guidelines and Use Policy
- Refer to the Google meeting room calendar on our website to see if the date(s) are available
- Complete this Room Reservation Request Form and Agreement
- Once form is complete either print out and deliver, or save to your computer and attach in an email to facilities@cfsc.org
- We will get back to you to confirm the reservation and instruction on how to make a payment (if applicable)

Organization name: _____ (hereafter "Organization")

Contact person:

Phone:

E-mail:

Address:

City/State/ Zip:

Type of Meeting/ Event:

Start time:

End time:

Note: Allow ample time for set-up/ clean-up needs.

Date(s) requesting:

Number of Projected Attendees:

Meeting room(s) requesting:

Meeting room equipment requested:

Use of Break Room equipment and supplies: Yes No

Mark equipment you would like to use:

Water pitchers

Freezer

Flatware

Microwave

Refrigerator

Dinnerware

Oven/ stovetop

Dishwasher

Glassware

Do you wish to purchase coffee/ tea for the fee of \$1 per person(10 person min. and 40 max.):

Yes No

Caterer contracted:

REQUIRED - Please initial the following, which states that Organization understands its responsibilities for this reservation under the Agreement:

Set-Up: Organization is responsible for setting up furniture and equipment.

Equipment: Notify Community Foundation of Santa Cruz County (hereafter “the Foundation”) staff if problems are identified.

- Leave it in the condition you received it in.
- Arrange to be trained by Foundation staff, at least 3 working days prior to the event date, if unfamiliar with the equipment reserved.
- Schedule a visit to the Foundation during normal business hours to become familiar with the rooms, furniture, and equipment that are available (at least 3 business days before the event date).

Cleaning: Complete all of the items on the check out procedures and return to front desk prior to leaving the facility.

Smoking Policy: Smoking is prohibited in the building, on the terrace, or within 20 feet of the building.

Fees for events: Organizations who charge a fee to attend the event must provide proof of nonprofit status or a letter describing the charitable intent of the event.

Certificate of Liability Insurance: Organization shall maintain commercial general liability insurance (“the CGL Policy”) with minimum limits of \$1,000,000 per occurrence / \$2,000,000 aggregate naming the Foundation, its Board of Directors, staff, and employees as additional insureds, and Organization shall provide the Foundation with a certificate evidencing these requirements. The CGL Policy shall contain blanket contractual liability coverage.

Alcohol: Two weeks prior to the event, Organization shall provide the Foundation with proof of host liquor liability insurance with no less than \$1,000,000 in limits naming the Foundation, its Board of Directors, staff, and employees as additional insureds if Organization will serve alcohol.

YES, our group will be serving alcohol **NO, our group will not be serving alcohol**

Cancellations: E-mail facilities@cfsc.org to cancel as soon as possible (*allowing other groups to have an opportunity to use the room*).

- After-hours reservations with less than 5 business days cancellation notice are eligible for a 50% refund of the required payment. No refunds will be provided for cancellations with less than 2 business days notice or for no-shows.

Fees assessed (once date and room are confirmed, the Foundation will forward payment

information.) After-hour use: number of hours X \$20 (w/ a \$40 min.) =

Coffee/ Tea: number of attendees X \$1 =

Total fees assessed for event/ meeting = \$

Agreement and Authorization:

Organization agrees to defend, indemnify, and hold harmless the Foundation and any of its board members, staff, employees or agents from and against any and all claims, demands, causes of action, damages, penalties, costs, expenses, actual attorneys' fees, expert fees, settlements, judgments, losses or liabilities, in law or in equity, of every kind and nature whatsoever, arising out of or related to Organization's use of the Foundation's property, including facilities and equipment.

In the event that any action is brought to enforce the terms of this Agreement, including but not limited to the indemnification and hold harmless provisions above, the prevailing party shall be awarded its reasonable attorney's fees and costs.

Organization agrees that it is financially responsible for any damages to the Foundation's property, including its facility or equipment, as well as any cleaning costs as determined by the Foundation.

This Agreement will be governed by the laws of the State of California, without regard to its choice of law principles. Any action brought to enforce the terms of this agreement shall be brought in the Superior Court of the State of California, County of Santa Cruz.

Organization agrees to provide the Foundation with the required certificate(s) of liability insurance to hold Organization's meetings/events. Any violation of the Use Policy may result in denial and/or cancellation of use of the meeting rooms.

By signing below, Organization affirms that (1) it has received and understands the Use Policy, which is incorporated herein and made part of this Agreement, and (2) it and those attending shall abide by the Use Policy.

By signing below, the Organization's representative represents that he/she is authorized to sign the Agreement on the Organization's behalf.

Approval to use conference rooms is not an endorsement of the event by the Foundation.

Organization representative/ title

Date



Return this form to the front desk once meeting/ event has concluded

Room check in:

The following is intended to help the organization prepare for having meetings at the Jack and Peggy Baskin Center for Philanthropy

- Set up chairs and tables to suit meeting needs
- Audio-visual training conducted three days prior to meeting (if applicable)
- Set up Audio-visual equipment
- Set up food service station (if applicable)
- Provide attendees with the name of the meeting room and be available to direct them

Final Inspection Check List:

- Tables and chairs in original position
- All food and catering supplies removed
- Coffee maker empty and clean (if applicable)
- Refrigerator free of items brought in for meeting and clean (if applicable)
- Microwave clean (if applicable)
- Table tops clean
- Items removed from walls
- All trash and recyclables in designated containers
- Dishes placed in dishwasher (if applicable)
- Audio and visual equipment returned and in the same working condition
- Equipment turned off
- All meeting attendees departed

Please list any damage and/or issues that resulted during the meeting with any Community Foundation property:

Organization representative/ Title

Date