



FACILITIES RENTAL POLICIES AND PROCEDURES

The LGBT Community Center of the Desert (The Center) is committed to providing numerous programs and services in a safe and supportive environment for the LGBTQ community of Coachella Valley. Additionally, The Center makes space available to community members and organizations for both one-time and recurring community events including support, socializing, activism, organizing, private functions, networking and rehearsing.

The Center's regular business hours are: Monday-Friday 8:30 am-4:30 pm. Our Center is available for rental outside regular business hours with pre-arrangement. All outside users during and after regular business hours must make arrangements with the Programs Manager to complete the Meeting Space Rental Agreement.

Please remember that room set-up, take down, and clean up must be completed during the contracted rental time. Please take this into consideration when making your room reservations.

Room Rental Procedures

- Verify the date and room availability by phone, email or in person by contacting the Programs Manager at roomrental@thecenterps.org or 760-416-7790 ex. 153.
- Complete a Meeting Space Rental Agreement and return to the Programs Manager along with rental rate deposit.
- A deposit in the amount of 50% of the Rental Rate is due to reserve the meeting space.
- Final Rental Fees are due seven (7) business days prior to the event.
- Deposits and Rental Rate Fees can be paid by credit card or check. Checks must be payable to The Center.
- **Cancellation Policy** – No refund is given if notification is less than 7 days prior to booked date.

General Occupancy and Fees

Maximum occupancy for Rooms 1-4 is 50. Room Rentals include:

- Free coffee and water; \$1 sodas and bottled water
- Free parking outside of assigned covered spaces only
- Smart screen in each room with HDMI
- Tables and chairs

FEES

- \$50 for 2-hour rental
- \$100 per half day (up to 4 hours)
- \$200 for full day (up to 8 hours)
- \$25 processing/set-up fee
- 50% discount is given to valid non-profit organizations (proof of status will be required)

Special arrangement can be made for weekend and/or after-hours rentals at the discretion of The Center.

Additional Terms and Fees:

- Facility may not be rented for retail purposes
- For meetings that include food; a \$75 clean-up fee will be added

Parking

Parking is available in the front and side parking lots as well as street parking. Parking across Palm Canyon may also be utilized safely now that there is a cross walk. The covered parking is reserved parking for tenants of the building and violators are subject to towing.

Special Consideration

Discounts for groups are on a case-by-case basis and only with written consent from the Director of Programs. Rental income supports the critical programs and services offered by The Center.

Security of Building

If you are booking a room with The Center and your usage hours are outside of business hours, you are responsible for the security of the building and property. This means you are responsible for locking the building (each time if recurring) if you are the last group to leave.

In order to effectively monitor this, The Center requires that we have accurate and up-to-date contact information for all group facilitators, which includes phone numbers and email addresses. Please provide alternate contact persons as well.

If you activate the security alarm and police are dispatched, you are responsible for an additional \$250 charge, which is the charge for such a dispatch of Palm Springs Police Department. Therefore, it is imperative you have all alarm code information and understand use of the system. It is your responsibility to ensure both.

The Programs Manager will provide you with lock codes for entering/exiting the building, if necessary, and instructions for locking up if you are the last to leave. It is your responsibility to have them accessible upon entry. If there is a problem, contact Kim Kieler on her personal cell: 760-534-4099.

Please note: Building and alarm code information are confidential and not to be shared outside of those requiring the information.

Attendance

In order to provide accurate numbers of those served at The Center, we require each group to report the number of attendees each time your group meets. Class Instructors and ongoing Center-sponsored Program Leaders will receive a bar-code sign-in sheet with attendee's names. "Outside" or one-time group facilitators are asked to fill in the Activity Attendance Log form located in the mesh file holder on the wall in each room. Once completed, place in slot on counter behind the front desk. *It is important that The Center has accurate demographic numbers of facility usage to assist in assuring funding opportunities.*

General Information

Rooms must be left in the same or better condition as they were found. It is your responsibility to set the room up as you would like it and break it down leaving the room's trash receptacle free and empty. Chairs should be stacked on dollies and tables nested together at sides of room.

Alcohol may **not** be served or consumed in conjunction with an event without explicit consent from the Director of Programs.

The Center is closed on local and nationally-observed holidays: Presidents Day, Cesar Chavez Day, Harvey Milk Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving (Thursday and Friday), Christmas Eve and Day, New Year's Eve and Day, Martin Luther King Jr. Day. Rentals on holidays will incur an addition charge.

Property damage of any kind to The Center's property is the sole responsibility of the renter and the renter will be charged for repair or replacement at our actual cost plus staff time, if applicable.

Use of Alcohol

All use of alcohol at The Center must be approved in advance by the Director of Programs. The following are the requirements for approval of alcohol use on Center property:

1. All non-profit and for profit organizations are required to obtain an insurance certification for their event when serving alcohol naming The Center as the loss payee.
2. 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 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 certification naming The Center as the additionally insured.
3. No red wine or red mixers may be used in carpeted areas.
4. The Center reserves the right to deny alcohol use at any public or private event.
5. Under no circumstances may alcohol be served to minors.

Smoking and Tobacco Policy

No smoking or tobacco use is permitted on the second and third floors. Please use receptacles provided in the designated area. The Center allows smoking and the use of tobacco products (e-cigarettes, hookahs, vapes and all smokeless products such as chew or dip) only in designated areas located on the ground floor.

Code of Conduct

General Statement

Everyone is welcome at The Center and everyone (clients, members, visitors, volunteers and staff alike) has the right to be treated with courtesy and respect. In addition, each has the obligation to engage with others in a respectful and courteous manner, which does not disrupt the operation of The Center, its clients, members, visitors, volunteers or staff in any way.

Prohibited/Unacceptable Behavior

The following activities/behaviors are unacceptable and will not be tolerated by clients, members, visitors, volunteers and/or staff. Engaging in any one of these activities and/or behaviors could lead to either temporary or permanent suspension from The Center.

- Possession, sale, or use of illegal substances and/or alcohol
- Possession or use of weapons
- Sexual activity
- Public nudity (including in restroom areas)
- Theft
- Vandalism
- Physical violence or threat of physical violence
- Any behavior that endangers the safety of any individual or group
- Rude, discourteous, or raucous behavior
- Sexual harassment or inappropriate touching
- Sexual or financial solicitation
- Use of inappropriate, discriminatory language



The LGBT Community Center of the Desert Meeting Space Rental Agreement

Please make checks payable to: The Center

Terms and Conditions:

- The Center is to be left clean, all garbage and recyclables are to be removed from the building immediately after any function. Failure to do so will result in the renters paying for garbage removal.
- Any personal or group property left on The Center premises shall be at your own risk and only with prior permission.
- Any emergency services of Police or Fire shall be the responsibility of the individual or group renting the building.
- Renters who are charging an entrance fee for their event must obtain General Liability Insurance of at least \$1,000,000 in which The Center is listed as “additional insured” party. You must provide The Center with a Certificate of Insurance prior to the event.
- Damage to The Center property caused by the renter, any contractor or employee of the renter, or any person attending the event for which The Center was rented, will be charged to the Renter.
- No alcohol of any kind is allowed in The Center without explicit written consent from the Director of Programs.

I agree to abide by the terms and conditions of this agreement including any supplementary agreement(s) attached hereto; to follow all Rental Policies and Procedures (Room Rental Procedures, General Occupancy and Fees, Additional Terms & Fees, Parking, Special Consideration, Security of Building, Attendance, General Information, Use of Alcohol, Smoking & Tobacco Policy, Code of Conduct) ; to keep and maintain The Center property and good name in the condition as found; to maintain the security of the premises and all equipment, furniture, fixtures and valuable, allowing no unauthorized person(s) to enter or use Center property and to remove any property brought into The Center when rental period is over.

Signature of Renter

Printed Name of Renter

Date

Center Representative Authorization

Date



MEETING SPACE RENTAL AGREEMENT

CONTACT INFORMATION Please Print

Group Name	
Group Type	<input type="checkbox"/> Non-Profit <input type="checkbox"/> For-Profit
Address	
City, State, Zip	
Website	
Email	
Phone	
Contact Name	
Contact Phone	
Cell Phone	

MEETING INFORMATION Please Print

Meeting Date(s):	<input type="checkbox"/> One time <input type="checkbox"/> Recurring
Start Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	End Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM
Set-Up Time: _____ minutes	Breakdown Time: _____ minutes
Number of People Attending: _____	

OFFICE USE ONLY

Rental Rate: <ul style="list-style-type: none"> <input type="checkbox"/> Per Hour <input type="checkbox"/> Instance <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Bi-Weekly 	Food: YES NO NOTE: A \$75 clean-up fee will be added for any event that includes food.	Deposit Due: ____/____/____ Deposit Received: ____/____/____
Room Request: <ul style="list-style-type: none"> <input type="checkbox"/> Room 1 <input type="checkbox"/> Room 2 <input type="checkbox"/> Room 3 <input type="checkbox"/> Room 4 <input type="checkbox"/> Small Conference Rm. 	Final Payment Due: ____/____/____ Final Pmt Received: ____/____/____ \$25 Processing Fee <input type="checkbox"/>	NOTES: _____ _____ _____