



MEETING ROOM REQUEST & AGREEMENT

Name of Organization/Group _____

Contact Person(s) _____

Title _____

Address _____

City _____

ZIP _____

Cell Phone _____

E-mail _____

Purpose of Meeting(s) _____

Day of the week requested: _____

Dates: _____

Time: from _____ to _____

Equipment: Large screen TV Please Select

People Expected _____

Chairs Requested _____

Tables Requested _____

Room: Please Select _____

Contract Type: Please Select _____

Rate/Session: \$ _____

of Sessions: _____

Comments: _____

Room rental fee: rental fee will be due at time of approval

Cleaning deposit: An additional \$250 deposit will be due prior to start of event

Cleaning Deposit return: when room is confirmed rented as agreed, typically within 10 days

Official use only

Room Rental Fee: \$ _____

Date Received: _____

Cleaning Deposit: \$ _____

Date Received: _____

Cleaning Deposit R_____

Date Sent: _____

Comments: _____



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Helping the Behaviorally Challenging Child (HBCC) and the Undersigned agree to the following rules and regulations:

1. Per this Agreement, the Undersigned is renting the meeting Space from HBCC at 145 W. Main St, Tustin, CA 92780 during the time periods set forth on page 1 of this Agreement form. The Space shall be used only for the event described on page 1 of the Agreement form and for no other purpose without HBCC's prior written consent.
2. Undersigned shall abide by all the Rules and Regulations of HBCC listed below.
3. If the Space or any portion of the Building shall be damaged by the action, inaction, or negligence of the Undersigned, it's agents, employees, guests, invitees or other persons admitted to the Space or the Building by the Undersigned or as a result of the breach by the Undersigned of this Agreement, the Undersigned will pay HBCC, upon demand, all the costs necessary to repair any damage and to restore the Space and/or the Building to its present condition. This amount may exceed cleaning deposit amount of \$250. The Undersigned hereby assumes full responsibility for the character, acts and conduct of all persons admitted to the Space or to any portion of the Building by the Undersigned.
4. In its use of the Space, the Undersigned shall comply with all applicable state, county and city of Tustin laws, ordinances, and regulations. No alcoholic beverages shall be sold or served in the building and the Undersigned shall not bring, or permit its guests or invitees to bring any alcoholic beverages into the building.
5. Smoking is not permitted in the building or in front of the building or its parking lot within 30 feet of any doorway.
6. The usage of the conference room fireplace requires acknowledgement of proper operation of a gas valve knowledge and written authorization from HBCC.
7. Authorized representatives of HBCC may enter into, and on, all the licensed Spaces at any time.
8. Two upstairs restrooms are available for use by the Undersigned and its guests.
9. The Undersigned agrees to indemnify and hold harmless HBCC, its owners and agents for, from and against any and all claims, demands, actions, or causes of action of whatsoever kind, arising or resulting directly or indirectly from the use, occupancy, or licensing of the Space by the Undersigned, its sub-users, contractors, agents, officers, employees, guests or invitees. HBCC shall not be liable for any lost or stolen articles, and Undersigned shall indemnify HBCC and its owners. Renters acknowledge they have liability insurance coverage by signing to rent Space at HBCC. HBCC shall NOT be liable for any lack of liability coverage by renters.



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10. The room rental deposit fee, specified on page 1 of the rental Agreement, is required after approval and prior to usage to hold the Space. Until HBCC receives the payment in full from the Undersigned, it shall have the right to rent the Space to others, in which event this Agreement shall be deemed canceled.

11. A refundable cleaning deposit is required and must be paid prior to the start of event. It will be refunded within ten (10) business days after the conclusion of the event if the room is left in good condition and repair in accordance with this Agreement and no further amounts are owed to HBCC by the Undersigned. HBCC may retain the deposit in the event of any damage to the Space, the building, or any other property of HBCC or may offset against the deposit any amounts owed by the Undersigned. Damage includes, but is not limited to, broken glass, soiled or torn carpeting, failure to remove decorations and garbage, broken tables and/or chairs, using space longer than paid for or damage to audiovisual equipment. HBCC, in its sole discretion, shall determine if any or all of the deposit will be forfeited.

12. The Undersigned agrees to remove all trash, or litter which accumulates during the use of the Space, to place such materials in the approved garbage receptacles, placed in bin on side of Building, and to leave the Space in a clean and neat condition. If the Undersigned fails to do so, the Undersigned agrees to pay the cost of cleaning the Space. HBCC shall have the right to deduct such amounts from the Undersigned's deposit or if the deposit is not sufficient the Undersigned shall pay such cleaning fees upon demand by HBCC.

13. No items may be attached to any wall, floor, window, or ceiling with nails, staples, tape, or any other substance. The Undersigned assumes all responsibility for any damage to the facility by its attendees or agents. It is also understood that the premises will be left in an orderly condition, free from debris and refuse no later than the contracted completion time and date of Agreement. Excessive debris will result in time and labor charges being assessed and/or deducted from cleaning deposit.

14. HBCC must receive the rental/service fees and/or other charges set forth on page 1 of this Agreement, upon agreement of the start of the event or the Undersigned's reservation shall be deemed canceled. If the scheduled event extends beyond the time specified in the Agreement form, the Undersigned agrees to pay for any additional time during which the Space is used at a rate equivalent to the agreed upon hourly rate of the room rental. The payment can be made either with Paypal or credit card with a 3% transaction fee or by check (without any fees) made out to HBCC. Checks can be mailed to 145 W. Main St., Suite 260, Tustin, CA 92780 or given to Debra Ann Afarian. Payment for this clause may also be deducted from cleaning deposit.



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15. The Undersigned shall be charged a \$35.00 service fee for all “non-sufficient funds” (NSF) checks received by HBCC. HBCC reserves the right to submit all NSF checks to a collection agency, and to recover attorneys’ and collection fees therefore.
16. Any event that starts or ends outside of normal business hours of 7:00 am - 6:00 pm, Monday through Friday, requires an additional understanding of responsibilities to lock and unlock the Center. This is to ensure the Building is locked up and the property is secured properly and all lights are turned off.

The Undersigned acknowledges that a showing of the Space has taken place and understands the expectations and rental procedures. The undersigned agrees to leave the Space clean, orderly, and in the same good condition it was found.

I have read HBCC's Rules and Regulations for the meeting Space, and as a representative of the Organization/Group requesting meeting Space use, I agree to abide by these policies and give waiver of liability. By acting as the representative, I understand that I may be held responsible for charges or damages incurred by the Organization/Group.

Renter Printed Name: _____

Signature: _____ Date: _____

HBCC Business Manager or CEO Printed Name: _____

Signature: _____ Date: _____

To be completed and returned to:

HBCC
145 W. Main St., Suite 260
Tustin, CA 92780
info@hbcc.us

Please keep a copy of this request form and meeting room policy for your records. Thank you for supporting HBCC. All proceeds go toward continuing our charitable works.