

San Diego Hub Usage Agreement

This form must be signed, dated and returned for your event to be secured in the calendar. Please read this form carefully as it affects your legal rights and terms of usage. This form relates to the use of rooms at the San Diego Corporate Alliance Hub.

Contact Kiana @ 858-255-5998 or kiana@corporatealliance.net to make a reservation.

Terms of Use / Guidelines & Conditions of Use

Hub hours are M-F, 8:00am-5:00pm. After-hours or weekend events are available on a case by case exception. If you'd like to request staff assistance outside regular hours, please give at least a week's notice.

1. Include set up and clean up duration in your event time
2. Corporate Alliance staff is not required or responsible for your event attendance, set up or clean up, or requests such as copying, printing, or communications with third parties on your behalf (We are happy to help within reason, just please let us know in advance!)
3. Upon conclusion of the event/meeting, the room is to be left in an orderly and clean condition with all personal property and trash removed. **Failure to do so will result in a \$100.00 fee.**
4. Corporate Alliance reserves the right to control all sound and volume levels of events. Please shut doors to rooms.
5. Corporate Alliance is not responsible for providing drinks, snacks, forks, cups, plates, pens, paper, or other materials for your event.
6. Corporate Alliance is not responsible for any lost or stolen items.
7. Any lost or damaged HUB equipment/furniture will result in fines and/or loss of HUB privileges.
8. All state and local fire/safety codes as well as OSHA regulations apply for events held in the HUB.
9. Smoking and illegal substances are not permitted at the HUB. Alcohol is OK.
10. Any fees will automatically be charged to the company credit card on file unless otherwise notified.

I have fully read the "San Diego Hub Usage Agreement". I agree to abide by the terms and conditions of the Usage Agreement. I have stated that I represent an organization on whose behalf I have read and complete this form, I hereby represent that, as well as acting on my own behalf, I am also duly authorized to represent the named organization and to enter into this agreement on its behalf.

Name _____ Company _____

Signature: _____ Date: _____