



# 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

# People Expected \_\_\_\_\_ # Chairs Requested \_\_\_\_\_ # Tables Requested \_\_\_\_\_

Room: \_\_\_\_\_ Contract Type: \_\_\_\_\_

Rate/Session: \$ \_\_\_\_\_ # of Sessions: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Room rental deposit to hold date:** 50% of rental fee *will be due at time of reservation*

**Cleaning deposit:** An additional \$250 deposit *will be due no later than 1 week prior to start of event*

**Room rental balance:** Balance of 50% of rental fee *will be due no later than 1 week prior to start of event*

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*Official use only*

Deposit Amount: \$ \_\_\_\_\_

Date Received: \_\_\_\_\_

Remaining Room Rental Fee: \$ \_\_\_\_\_

Date Received: \_\_\_\_\_

Cleaning Deposit: \$ \_\_\_\_\_

Date Received: \_\_\_\_\_

Cleaning Deposit Refunded: \$ \_\_\_\_\_

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 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. A copy of the Undersigned liability insurance coverage shall be included with this rental Agreement or on-file with HBCC.



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10. The room rental deposit fee, specified on page 1 of the rental Agreement, is required to hold the Space. Until HBCC receives the deposit from the Undersigned, it shall have the right to rent the Space to others, in which event this Agreement shall be deemed canceled. A full refund of the deposit shall be given if HBCC receives a written cancellation notice from the Undersigned at least twenty one (21) days prior to the scheduled event. One-half (1/2) of the deposit shall be refunded if HBCC receives a written cancellation notice from the Undersigned between fourteen (14) and twenty one (21) days prior to the scheduled event. No portion of the deposit shall be refunded if the reservation is canceled fourteen (14) days or less in advance of the event.
11. A refundable cleaning deposit is required and must be paid no later than one week 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, 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 next to bin at rear 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.
14. HBCC must receive the rental/service fees and/or other charges set forth on page 1 of this Agreement, no later than one week prior to the start of the event or the Undersigned's reservation shall be deemed canceled and HBCC shall be entitled to retain the Undersigned's deposit. 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 or Catherine Butler.



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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 a charge of \$50 for unlocking and/or locking up of the Building. 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 agrees that the Space is clean, orderly, and in very good condition.

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  
[rentals@hbcc.us](mailto:rentals@hbcc.us)

**Please keep a copy of this request form and meeting room policy for your records. Thank you for supporting HBCC.**