



The responsibilities of the contract person include, but are not limited to:

**COMMUNITY ROOM**

- 1) Supervision of all guests in the Community Room.
- 2) Damage resulting from inappropriate actions.
- 3) Soiling and/or stains caused by neglect and irresponsible action and activities.
- 4) Making sure all garbage is thrown away in garbage cans provided.
- 5) Thermostat returned to the AUTO setting, before leaving.
- 6) Any set up or clean up time that is in excess of our thirty (30) minutes is not allowed.

**KITCHEN**

Our kitchen is not licensed for cooking for public consumption. SNAHC will not furnish cleaning supplies, paper plates or any cooking utensils for your event. If your group has provided snacks or meals, to your guests please take your left-over's with you. If you requested use of the kitchen please thoroughly clean the following areas:

- 1) All counter tops and sinks
- 2) Oven and stove top
- 3) Coffee makers (if used)
- 4) Any spills in the Refrigerator or Freezer, or on floors.
- 5) Any walls dirtied during the event.

The SNAHC staff will not take down/clean up, or put away the tables and chairs after your event. It is your responsibility to leave the floors and restroom clean. The named contact person is responsible for making sure all garbage is thrown away in the garbage cans, outside to the left of the building, in blue dumpster, marked SNAHC.

***Payment of \$\_\_\_\_\_ will be billed to the renter. Payments by be requested on a sliding fee scale depending on ability to pay.***

Deposit will be collected as in-kind donation of: \_\_\_\_\_

SNAHC reserves the right to levy any fines to users for false alarms that may trigger emergency response from fire or police services. A fine of \$100 will be assessed to the main contact for every individual false alarm that occurs in a one year period as a result of the community room use by the renter. Three or more false alarms will result in revocation of privileges for one year and an additional fine of \$300. For more information on false alarm triggers for Sacramento Police or Fire Departments, please reference each agency's website.

The undersigned hereby agrees to be responsible for any damage to the facility occurring during and by this use, and agrees to be responsible for the conduct of all persons attending this function. Applicant further agrees to be responsible for any accident or injury occurring to anyone during and by this use, and agrees that the Sacramento Native American Health Center or its employees shall not be responsible for any such injury or loss.

Any violation of this contract is grounds for immediate dismissal of event or groups. Groups may elect to rectify the improper conduct and will be eligible for space rental again. Two sanctions will result in termination of contract of the renter and group they are representing will be ineligible for meeting space in the future.

\_\_\_\_\_  
Signature(s) of Primary Renter(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Director of Operations

\_\_\_\_\_  
Date