

Community Room Use Contract

This application form must be filled out COMPLETELY prior to the requested usage date. The Contract will be kept on file. The person filling out this application (Contact Person) must be an adult. All youth participating in a rental of the Community Center must have adult supervision at all times. All appropriate fees must accompany this application.

Contact Person		
Mailing Address	CityZip	
Home Phone	Work Phone	
Name of Organization		
Nature of Event	(e.g. meeting, banquet, birthday)	
Day & Date of Use		
Start Time of Event AM / PM (Includes set-up)	Completion Time of Event AM / PM (Includes take-down/clean-up)	
TOTAL HOURS	_ Anticipated Number of People	
	(Number of attendees may not exceed the room maximum occupancy as permitted by Sacramento County).	
SNAHC is committed to providing an inclusive and welcoming environment for all community members. SNAHC reserves the right to review all membership criteria for any group to assure that it does not violate non-discrimination policies and procedures. PLEASE PROVIDE THE CRITERIA FOR GROUP MEMBERSHIP WITH YOUR ORGANZIATION.		

The Sacramento Native American Health Center requires all users to be responsible for the operating rules of the Community Room, as well as for the conduct of its group or others present during the requested period. All users must abide by the applicable SNAHC policies and procedures, including the Healthy Eating Policy. The primary renter(s) may review these policies at their request. The event room may not exceed maximum room capacity as permitted by Sacramento County. The contact person acknowledges understanding of all emergency procedures, including evacuation, and is responsible for communicating emergency evacuation processes and exit routes to group members/attendees.

The contact person shall take full responsibility for undue damage and excessive dirty, or untidy, conditions to the building, adjoining room and/or equipment and furniture. Please remind your group that the SNAHC Community Room is a place of business. Child care is not provided by the center, children running or playing in the hallways or restrooms will not be tolerated. All food and beverages must be contained in the area that is rented and is NOT allowed in the hallway, waiting areas, carpeted areas or elevator.

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 required depending on ability to pay.	uested on a sliding fee scale
Deposit will be collected as in-kind donation of:	
SNAHC reserves the right to levy any fines to users for false alarms that may a from fire or police services. A fine of \$100 will be assessed to the main conta alarm that occurs in a one year period as a result of the community room use be false alarms will result in revocation of privileges for one year and an addition information on false alarm triggers for Sacramento Police or Fire Departments agency's website.	ct for every individual false by the renter. Three or more al fine of \$300. For more
The undersigned herby agrees to be responsible for any damage to the facility this use, and agrees to be responsible for the conduct of all persons attending t further agrees to be responsible for any accident or injury occurring to anyone agrees that the Sacramento Native American Health Center or its employees slany such injury or loss.	his function. Applicant during and by this use, and
Any violation of this contract is grounds for immediate dismal of event or ground rectify the improper conduct and will be eligible for space rental again. Two stermination of contract of the renter and group they are representing will be in in the future.	sanctions will result in
Signature(s) of Primary Renter(s)	Date
Signature of Director of Operations	Date