Date Received:

SIERRA BUSINESS COUNCIL

EASTERN SIERRA Business Resource Center

Facility Use Request Form for the Business Resource Center

FACILITY REQUESTED:

Completed forms must be returned to the Business Resource Center Staff at least 10 days before facility use.

- ☐ **CONFERENCE ROOM *Capacity 8-10 people**
- ☐ **SMALL CONFERENCE ROOM *Capacity 6 people**
- ☐ **COMMUNITY ROOM *Capacity 60 people**

NAME OF RENTING PARTY:_____

DESCRIPTION OF EVENT: _____

DATE OF EVENT: _____

NUMBER OF ATTENDEES: _____ TIME OF EVENT: _____ TO _____

NEED ACCESS TO FACILITY AT THIS TIME: _____

CONTACT PERSON: _____ TELEPHONE: _____ Ext._____

TOTAL NUMBER OF DAY(S): _____ *AND/OR HOUR(S):* _____

RENTAL FEE MUST BE PAID ONE WEEK PRIOR TO EVENT

- ☐ *Request Rental Fee be Waived* ***RENTAL RATES ON Page 2***
- ☐ *Rental Fee Waived By:* _____
- ☐ *RENTAL FEE AMOUNT: $_____ DEPOSIT AMOUNT: $ _____*

Method of Payment:

☐ Credit Card ☐ Check

For Credit Card Payment contact: Michelle Bassard *VP, Finance & Operations*

accounting@sierrabusiness.org

(530) 562-4993

For Check Payment, send:

Sierra Business Council

PO BOX 2428, Truckee, CA, 96160

Memo: BRC Facility Payment

DEPOSIT RETURNED TO: _____

Are audio/video equipment required?

☐ Yes ☐ No

As the renting party, I/we assume full responsibility for any damages to the facility and related Sierra Business Council properties resulting from the use of the same. I/We further agree to provide all necessary labor for arranging the cleanliness of the requested facility. With our signature below, we acknowledge and agree to the terms as disclosed and understand that our deposit may be held if the facility requires additional cleaning or servicing.

Signature of Requestor: _____ Date: _____

Rental Rates

	Non Profit			For Profit/ Government		
	Hourly:	**4 Hours (Half-Day):**	**8 Hours (Full Day):**	***Hourly:***	***4 Hours (Half-Day):***	***8 Hours (Full Day):***
CONFERENCE ROOM	$30	$60	$90	*$60*	*$90*	*$120*
SMALL CONFERENCE ROOM	$20	$50	$80	*$50*	*$80*	*$110*
COMMUNITY ROOM	$50	$80	$110	*$70*	*$200*	*$350*
DEPOSIT FEE:	**$100**			***$100***		
ALL FACILITIES:	**A deposit applies to all facilities for any rental. This deposit is refundable based on the condition of the facility upon inspection by Sierra Business Council staff.**					

ADMINISTRATION USE ONLY

Return Deposit - Any damage/excess clean-up?

Comments:

Acknowledgments Terms

- ☐ *Registration and Supervision of the facilities must be by a responsible adult (21 years of age or older).*
- ☐ *All groups are responsible for their own set-up and teardown of tables and chairs. The area must be returned to its original arrangement.*
- ☐ *No nails, screws, staples, tack, tape, or other fasteners shall be used on doors, windows, or walls of the facilities.*
- ☐ *At its discretion, the Sierra Business Council reserves the right to cancel and terminate the use of facilities immediately upon discovering any violation of the regulations, conditions, or provisions of facility use by the requesting group.*
- ☐ *Facilities shall be protected from damage and mistreatment, and precautions for cleanliness will be maintained.*
- ☐ *Restrictions regarding smoking shall be observed. All trash must be taken out after the event. The group-authorized representative assumes this responsibility.*
- ☐ *Should Sierra Business Council property be damaged or abused, the group involved shall pay the repair cost immediately upon demand by the Sierra Business Council. In this event, the Sierra Business Council shall have the right to assess damages and deny any future requests by the group.*
- ☐ *All juvenile participants or groups must have adult sponsorship and supervision.*
- ☐ *Possession or consumption of alcoholic beverages, drugs, or narcotics, or the possession of firearms and weapons of any kind, is not permitted.*

Applicants issued an approved application shall fully comply with all ordinances, laws, and regulations about the use and occupancy of facilities, including all fire, health, and safety measures. No activity that constitutes a violation of any Federal, State, or Local Law. Your signature verifies acknowledgment of policies, procedures, and fees and that_____ will defend, indemnify, and hold harmless the Sierra Business Council, its officers, employees, and agents from any injuries, losses or damage, including property damage, which may result from or arise in any way out of their use of the facilities, regardless of cause.

Signature of Requestor: _____ Date:_____