

RCNV BOOKING AND FACILITY USE GUIDELINES

Resource Center for Nonviolence, 612 Ocean St., Santa Cruz, CA 95060
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The following conditions apply for booking and use of RCNV facilities:

Booking Guidelines

1. Space will be booked at the time of payment of deposit. Payment may be made by cash, local check or money order with ID, payable to RCNV or Resource Center for Nonviolence.
2. **Fees/Deposits are refundable with one week's notice of cancellation for multi-purpose room or one month's notice for Scott Kennedy Hall.**
3. Deposits are required for Scott Kennedy Hall bookings, equipment rentals, and Community Room bookings.
4. Contracts will be issued to persons aged 18 years and older.
5. The right to revoke permission for use of a facility at any time is retained by the Resource Center for Nonviolence, its officers, agents and employees.
6. The Resource Center for Nonviolence may terminate any special event activity when it is necessary for the safety and enjoyment of the public; for the protection of resources or for violation of any rules and regulations of the City of Santa Cruz or deemed necessary in the public interest. No liability will be incurred by the Resource Center for Nonviolence, its agents or employees, by reason of such termination, and no rebates or refunds, or fees, rents, or deposit will be made solely because of such termination.
7. Renter shall not assign or sublease any portion of the premises, or any rights under this permit without prior approval of the Resource Center for Nonviolence. Any such assignment or sublease shall be void, and the Resource Center shall have the right to exclude any and all persons from the facility attempting to exercise any right or privilege under such assignment or sublease.
8. Requests from promoters or contractors involving performance by organizations or individuals with whom separate contracts are made, will require that copies of such contracts shall be made available to the Resource Center for Nonviolence for inspection upon request. If the event involves any type of performance, such as music, poetry reading, etc., the renter warrants and represents to the Resource Center for Nonviolence that the use of the facilities will not result in an infringement of any right protected under item 17 of the US code (copyrights) and that renter will be solely responsible for the content of any performance at the facility. Renter further agrees to assume the defense and indemnify and hold harmless the Resource Center for Nonviolence, its officers and employees from every expense, liability, or payment including attorney's fees by reason of any claimed infringement of any rights protected under Title 17 of the United States Code.
9. Publicity of any type may not be released or used relating to an event until approval is granted in the form of a signed contract. All publicity may be subject to approval by the Resource Center for Nonviolence prior to its release.
10. Events which include sales on public facilities may require permission from the City of Santa Cruz.
11. Any event which charges admission is subject to the City admissions tax (5%).
12. The Resource Center for Nonviolence, when deemed in its best interest may make exceptions to the established policies, rules and fees.

Facility Use Guidelines

1. Renter must set up and return any chairs, tables, and equipment used to original location.
2. Attendance will be limited to the occupant load of the facility as established by the City Fire Marshal or as determined by the Resource Center for Nonviolence.
3. Entrance to the facility is allowed at the time specified on the approved contract and users are also expected to leave at the time specified. The specified times should include time necessary to prepare for the activity and time for the renter to clean up.

4. Renter shall leave all facilities in a clean and orderly condition. If the facility or area is not clean and orderly upon your arrival, it should be brought to the attention of the Resource Center for Nonviolence.
5. Smoking is not allowed in the Resource Center for Nonviolence or entrances/exits adjacent to said facility.
6. Renter shall not drive any nails, screws, tacks or pins or other objects into the floor, walls, ceiling, partitions, doors, and windows or door casings.
7. Renter shall not use any "Scotch" type tape to fasten any signs, posters etc. to any surface. RCNV will supply gaffer's tape for signs, notices etc. to be fastened to designated places, but not on any painted walls.
8. No structures or sets are to be built unless specifically provided for herein, and no shrubbery or trees are to be cut, trimmed or injured.
9. Alcohol use is limited and requires prior approval. An additional fee is required in order to serve alcohol at the Resource Center for Nonviolence. Alcohol must be consumed within reserved areas. State laws on alcoholic beverages prevail.
10. A facility attendant and/or security personnel may be required by the Resource Center for Nonviolence for any event where alcohol is served or amplified music played.
11. Sound amplification must be requested and explained at the time of booking prior to the contract being signed.
12. Fires are not permitted. Only fireproof or fire retardant materials may be used for decorations, and at no time shall exits be covered or obstructed.
13. Authorized representatives of the Resource Center for Nonviolence shall have the right to enter the facility and all parts thereof at any and all times during a scheduled event.
14. Renter will provide personnel to assist with parking for large events.

Printed Name: _____

Signature: _____

Date: _____

RCNV FACILITY USE CHECKLIST

Bring this form with you when you use RCNV's facility.

After your group's meeting/event, please check the following:

- Close and lock any windows.
- Clean up any trash from floors.
- Clean any tables used with Windex Multi-Surface cleaner and paper towels (in closet off Community Room).
- Wash any dishes used in the kitchen sink; dry the dishes and return to original location.
- If you have adjusted a thermostat, press the button next to Run Schedule to return to thermostat's program.
- Use vacuum to clean carpet if necessary.
- Remove any signs, posters or flyers that you posted, from both the inside or outside of the building.
- Leave the bathrooms as clean as possible
- All exterior doors should be completely closed and locked (check front entrances, Back door, Side door).
- If Multipurpose Room is used, close and lock both doors
- Turn off lights before leaving, including in bathrooms.

Please help us keep our facility clean, and return the room(s) to their original condition.