

# Facility Use Agreement



Placer SPCA Adoption & Education Center is located at 200 Tahoe Avenue in Roseville, CA. Placer SPCA is pleased to offer its Community Room and Catering Kitchen for limited community use. Ample free parking is available on-site. To ensure that your experience is successful and enjoyable, please review the following policies and procedures.

To make a reservation, please complete this Facility Use Agreement and return it to the Administrative Office in-person or via email to [funddevelopment@placerspca.org](mailto:funddevelopment@placerspca.org). To check availability or for additional information, please call the Development Department at (916) 872-6162.

## Available Facilities & Equipment

### Community Room

Maximum capacity for the Community Room is 90 people without tables, 60 with tables. The room can be divided in half for smaller groups, with a maximum capacity of 45 without tables, 30 with tables. Meeting tables and chairs are included, as well as an overhead projector, wireless and direct internet and lectern.

- **Full Room:** \$400/day or \$50/hour (2 hour minimum)
- **Half Room:** \$200/day or \$25/hour (2 hour minimum)

### Catering Kitchen

The Catering Kitchen connects directly with the Community Room. A large refrigerator, microwave oven, coffee maker, ample counter space and a dishwasher provide for catering needs.

- \$45 fee

Meetings and events must be compatible with the mission of Placer SPCA. Use for fund-raising is limited to nonprofit and community-service organizations.

### Placer SPCA Staff Host

Functions involving 50 or more guests, or are after regular business hours, may require attendance of a Placer SPCA staff host to open and close facilities in use, monitor guest parking, and provide any necessary facilities support during User's event. Placer SPCA Staff Hosts are not responsible for coordination with User's vendors or guests, but are here to ensure that our facilities are in order before, during, and after User's function.

- \$55/hour

## User Responsibilities

User agrees to assume all risks for loss, damage, liability, injury, cost, or expense that may arise during, or is caused by use or occupancy of the SPCA Community room, facilities, and equipment.

User further agrees that in consideration of facility use, she/he will save and hold Placer SPCA, and its officials, employees, volunteers, and agents free and harmless from any loss, claim, liabilities, damages, and/or injuries to persons and/or property occurring during the User's use or occupancy of Placer SPCA facilities and nearby areas. User also agrees to provide appropriate public liability insurance during the use adequate to protect against liability and damage claims, through public use of or arising out of accidents occurring in or around the facility for a minimum amount of \$1,000,000 combined single incident limit for bodily injury and property damage with Placer SPCA named as additional insured. We require that the insurance company be rated by "Best's Guide" as an "A" rated insurance company.

User agrees not to feed, touch, handle, or otherwise disturb any animals on the premises.

**PLACER SPCA IS A NON-SMOKING FACILITY.**

## Check-In / Check-Out Procedures

User representative will meet with the appointed Placer SPCA representative before User's function to review check-in procedures, facility use, and check-out procedures.

User, or User's representative as noted below, will be present during the entire period that the facility is used. Placer SPCA will not accept delivery or oversee return of any catering, audio-visual, and/or other equipment for User's event. User must oversee delivery and return during the use period.

In addition to overseeing receipt and removal of all items used, User must ensure that:

- All trash is picked up and removed from the building to the dumpsters located in the rear of the lot.
- Any tables, chairs, audio-visual equipment and other items provided by Placer SPCA under this Agreement are clean.
- Any kitchen items are clean and returned to their original location and the kitchen counters and floor are cleaned and swept.

If the event ends after Placer SPCA business hours, User must close & lock all windows and doors in the used areas. User's representative must, if applicable, check out with the Placer SPCA Staff Host assigned to the function. Decorations and signs may only be displayed with Placer SPCA approval.

Placer SPCA is not responsible for User's equipment or supplies left on its premises after User's event.

## Reservations

All reservations for functions to be held at Placer SPCA are made upon and subject to the rules and regulation of PSPCA and the terms and conditions described in this Facility Use Agreement. It shall be the sole responsibility of the User to completely inform their agents, employees, members, vendors, contractors, and guests concerning their obligations under this Agreement. Any User causing a public nuisance may be required to leave the facility and have this Agreement terminated without notice. We reserve the right to refuse service. The User may have access to Placer SPCA facilities, equipment and staff only to the extent and for the duration specified in this Agreement.

Reservations are confirmed only upon receipt of:

- A completed Facility Use Agreement
- Approval of the Placer SPCA Administrative Office, represented by its signature of the Agreement and return of a copy to User's representative
- If the total use fee is \$300 or over, payment of a \$100 Security Deposit plus 50% of use fee
- If User's total use fee is under \$300, payment of 50% of use fee
- Proof of public liability insurance as described above.

Any Security Deposit will be refunded within three weeks after use, provided that no damage, misuse, or extraordinary cleaning costs are incurred.

In the event that the use extends beyond the hours specified under this Agreement or additional costs are incurred by Placer SPCA as a result of the event, those costs will be deducted from User's Security Deposit if one was required under this agreement. If none was required or the Security Deposit is insufficient to cover those costs, User will be billed for any unpaid additional costs.

## Fee Payment & Cancellation Schedule

Fifty percent of User's total use fee, plus any applicable security deposit, is due to confirm reservation of our facilities. If User's total use fee is \$300 or more, the balance is due two weeks before the scheduled use. If User's total use fee is under \$300, the balance is due at the time of the use.

A cancellation may be made up to two weeks before the date of use for a full refund. Cancellations made less than two weeks of the event are subject to a fee equivalent to 50% of the use fee.

**Use-Fee Discounts may be available for:** *(only one discount may apply)*

- Consecutive days
- Nonprofit organizations
- 10% discount will apply for Bronze Paw Donors and Corporate Partner Supporters
- 15% discount will apply for Silver Paw Donors and Corporate Partner Advocates
- 20% discount will apply for Gold Paw Donors and Corporate Partner Champions

# Facility Use Agreement Form



## Rental Fees

- **Full Room:** \$400/day or \$50/hour (2 hour minimum)
- **Half Room:** \$200/day or \$25/hour (2 hour minimum)
- **Catering Kitchen:** \$45
- Discount if applicable: \_\_\_\_\_

## User Information

Business/Group Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

## Event Information

Event name & description: \_\_\_\_\_

Date(s) requested: \_\_\_\_\_

Time requested (include enough time for set-up and clean-up): Start: \_\_\_\_\_ End: \_\_\_\_\_

*Functions involving 50 or more guests may require attendance of a Placer SPCA staff host to open and close event facilities, monitor guest parking, and provide any necessary facilities support during User's event.*

Estimated number of people in attendance: \_\_\_\_\_

Room set-up requested:  Theater-style (chairs only)  Classroom-style (tables & chairs)

Details (u-shape, tables facing screen, etc.): \_\_\_\_\_

Equipment requests:  Microphone  Screen  Projector  Podium

If this is a recurring event, please explain:  Yes  No

Will food and/or beverages be served?  Yes  No

Will an admission fee be charged?  Yes  No

If yes, please specify the amount(s): \_\_\_\_\_

Public-liability insurance policy carrier: \_\_\_\_\_

Policy number: \_\_\_\_\_

*A copy of the policy must be provided upon signature of this Agreement.*

**FACILITY REQUESTED****USE FEE****HOURS NEEDED****COST**

Full Community Room

\$400/day or \$50/hour

\_\_\_\_\_

\_\_\_\_\_

Half Community Room

\$200/day or \$25/hour

\_\_\_\_\_

\_\_\_\_\_

Catering Kitchen

\$45 flat fee

\_\_\_\_\_

\_\_\_\_\_

PSPCA Staff Host

\$55/hour (events of 50+ people)

\_\_\_\_\_

\_\_\_\_\_

**Total Cost****Amount enclosed** (including any applicable security deposit; see page 2 of Facility Use Agreement): \_\_\_\_\_

After we have received this completed form and a copy of User's public liability insurance policy, our office will contact you to confirm the availability of the requested facilities and arrange for payment of use fees and confirmation of this Agreement.

**Users Signature**

I AGREE FOR, AND AS A REPRESENTATIVE OF THE User to all policies, procedures, fees and terms in this Facility Use Agreement.

\_\_\_\_\_  
User Representative Name (please print)

\_\_\_\_\_  
User Representative Signature

\_\_\_\_\_  
Placer SPCA Representative Name (please print)

\_\_\_\_\_  
Placer SPCA Representative Signature

**Payment**

**Payment Method:**     Check     Cash     Visa/Mastercard

Credit Card #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

Signature: \_\_\_\_\_

CVV Code: \_\_\_\_\_

**FOR PLACER SPCA USE ONLY**

Total use fees: \_\_\_\_\_ Security deposit (if applicable): \_\_\_\_\_

Amount required to confirm: \_\_\_\_\_ Date received: \_\_\_\_\_

Balance due: \_\_\_\_\_ Balance due date: \_\_\_\_\_ Date balance received: \_\_\_\_\_

Proof of insurance received:     Yes     No

Notes: \_\_\_\_\_

\_\_\_\_\_