

Social Justice Center, Inc. - Community Room Use Form

NAN CHENEY COMMUNITY MEETING ROOM REGULATIONS AND POLICIES

PREMISES may be used for programs sponsored by non-profit political, educational and cultural organizations and other responsible groups working for social justice.

FEES for meeting use are \$1.00 per person for meetings of four hours or less and \$2.00 per person for meetings longer than four hours, payable to Social Justice Center, Inc. no later than the day immediately following the meeting. Envelopes are provided in the community room and should be deposited in the lock box found in the community room. Only the Social Justice Center Coordinator may waive fees in cases of economic hardship.

MEETINGS may be scheduled for any available time. Groups will be responsible for ensuring that the premises are cleaned up, the community room and kitchenette restored to their original order, and the building is properly secured during non- business hours (6:00 pm – 9:00 am).

FOOD AND REFRESHMENTS are encouraged. Groups are responsible for proper clean up and disposal of all refuse, recycling and utensils. Recycling and Refuse bins are located in the parking lot, outside the back door.

ALCOHOLIC BEVERAGES are permitted in the Community Room, HOWEVER all groups MUST abide by City, County and State laws governing the consumption of alcohol. The Social Justice Center is to be held harmless to any consequences that may arise as a result of the consumption of alcoholic beverages. The organizational representative listed below assumes responsibility for adherence to alcoholic consumption governance.

SMOKING AND THE USE OF ILLEGAL DRUGS ARE not permitted in the Social Justice Center.

Weapons of ANY Kind are not permitted in the Social Justice Center.

DAMAGES to the Social Justice Center will become the liability of the group or organization requesting to use the room.

DEPOSIT of \$25.00 is required for all groups that require a key to the building for use after normal hours of operation (9:00 am to 6:00 pm). An organizational check, money order (made out to the Social Justice Center) or cash must be received before a key to the building will be issued. The representative listed below will be responsible for the key. If the key is lost/stolen/misplaced the organization will be required to pay for the installation of new locks for the three entrances to the building. Key deposits will be returned within 7business days of return of key.

The Social Justice Center, Inc. retains THE RIGHT TO REFUSE any request for use of the Community Room.

ORGANIZATION _____

REPRESENTATIVE _____

REPRESENTATIVE'S PHONE _____

REPRESENTATIVES ADDRESS _____

MEETING DATE _____ TIME _____ LENGTH _____

I hereby agree to abide by the MEETING ROOM REGULATIONS AND POLICIES.

SIGNED _____
REPRESENTATIVE

DATE