



## ROOM RENTAL INFORMATION

The San Diego LGBT Community Center's mission is to enhance and sustain the health and well being of the Lesbian, Gay, Bisexual and Transgender (LGBT) and HIV communities by providing activities, programs and services that

- Create community,
- Empower community members,
- Provide essential resources,
- Advocate for civil and human rights, and
- Embrace, promote and support our cultural diversity.

The Center would like to thank you for considering us as the place to hold your meeting or special event. Creating space where community members, organizations and groups can connect is an important part of the work that we do, and we are proud that we are able to provide meeting space at the most competitive rates available in the Uptown area.

This document describes the policies and procedures related to renting rooms at The Center. We hope that you will be able find all the information that you need in the following pages. However, if find that you have any questions or concerns, please feel free to contact the Room Scheduler, who can be reached at 619-692-2077 or [roomrentals@thecentersd.org](mailto:roomrentals@thecentersd.org).

### Available Rooms

The Center offers several room rental options, which are described below.

#### Mayer Room:

Capacity: Up to 30  
Minimum rental: One hour  
Rental Fee: \$30/hour (for-profit); \$20/hour (non-profit)  
Deposit: \$25

#### Birnbaum Room:

Capacity: Up to 20  
Minimum rental: One hour  
Rental Fee: \$30/hour (for-profit); \$20/hour (non-profit)  
Deposit: \$25

#### Upstairs Conference Room:

Capacity: Up to 30  
Minimum rental: One hour  
Rental Fee: \$30/hour (for-profit); \$20/hour (non-profit)  
Deposit: \$25

David Bohnett Cyber Center:

Capacity: Provides 10 PC workstations, 2 Mac stations and one presenter/room monitor station.

Minimum rental: Two hours

Rental Fee: \$50/hour (for-profit); \$40/hour (non-profit)

Deposit: \$50

Community Resource Room:

Capacity: Up to 50

Minimum rental: Two hours.

Rental Fee: \$40/hour (for-profit); \$30/hour (non-profit)

Deposit: \$50

Auditorium:

Capacity: Up to 250 people (seated) or 400 people (standing)

Minimum rental: Two hours, Monday through Friday for events ending by 6:00 p.m.; four hours all other times

Rental Fee: \$125/hour (for-profit); \$100/hour (non-profit).

Additional rental fee for use of sound system: \$50/event.

Deposit: \$250 for auditorium/\$250 additional deposit for use of sound system.

Parking Lot: Available on Saturdays only.

Capacity: Up to 75 cars.

Minimum rental: Four hours

Rental Fee: \$20/hour (for-profit); \$15/hour (non-profit).

Deposit: \$50

The ground floor of The Center is wheelchair accessible and provides men's and women's wheelchair accessible restrooms. All rooms available for rent, with the exception of the Upstairs Conference Room, are located on the ground floor.

To reserve a room, The Center requires a deposit and a completed room reservation form, found at the end of this document. **Room rental fees are due 30 days prior to the event.** If rental fees are not received 30 days prior to the event, the reservation will be cancelled and deposit returned.

On-going or repeating reservations are granted based upon availability; only one deposit will be required and will be kept until the reservation is canceled.

**Miscellaneous Policies**

- Non-profit organizations must supply proof of 501(c) (3) status in order to receive the discounted rate.

- Youth and senior groups will be given special consideration for rental rates, and exceptions will be reviewed on a case-by-case basis.
- Groups or organizations contributing amounts equal to, or greater than, \$10,000 per year to The Center are entitled to a waiver or reduction of room rental fees.
- Groups or organizations wishing to donate proceeds from an event to The Center may be given special consideration. This is done on a case-by-case basis and must be approved in advance of the event by The Center's Chief Executive Officer.
- An event representative must receive all deliveries associated with your event. The Center will not be responsible for receiving deliveries.
- At the conclusion of your rental, all materials (including, but not limited to, lighting, decorations, equipment, food, party rentals) must be removed from The Center's premises. The Center will not be responsible for loss or damage of any materials left at The Center by the event organizer.
- Use of The Center's likeness, image, or logo in advertisements for your event is prohibited unless you receive prior consent of the CEO.
- Per San Diego fire codes, all exits must be free and clear of equipment, materials and obstructions. There must be at least 6 feet of clear space in front of any exit door, and all exit hallways must be kept clear at all times. Any fines incurred due to the renter's fire code violation will be the sole responsibility of the renter.
- Absolutely no food or drink are allowed in the David Bohnett Cyber Center at any time.
- The Center reserves the right to refuse any room reservation request.

### **Hours & Availability**

Room Rentals are available during The Center's normal operating hours:

Monday – Friday: 9:00 a.m. – 10:00 p.m.  
Saturday: 9:00 a.m. – 7:00 p.m.  
Sunday: Closed

Room reservations occurring outside of The Center's normal operating schedule must receive prior approval by Center management and will require a Center representative to be present, at an additional cost of \$20 per hour to the event organizer. The Center's representative will help maintain our building's physical security.

Due to The Center's location in a residential neighborhood, all events must be concluded by 10:00 p.m., including clean-up time. No activities can take place in The Center's facilities between the hours of 10:00 p.m. and 9:00 a.m. There are no exceptions to this policy.

### **Holiday Closures**

For most holidays, The Center closes the Saturday prior to the holiday and opens again the following Tuesday. Generally, room rentals will be unavailable while The Center is closed for holidays except by prior arrangement. Below is a list of Center observed holidays:

- Martin Luther King Jr. Day Third Monday in January
- Presidents Day Third Monday in February
- Memorial Day Last Monday in May
- Independence Day July 4<sup>th</sup> (actual day of closure varies)
- Labor Day First Monday in September
- Veterans Day November 11<sup>th</sup>
- Thanksgiving Fourth Thursday and following Friday in November
- Christmas Eve and Day December 24<sup>th</sup> & 25<sup>th</sup> (actual dates of closure vary)
- New Years Eve / Day December 31<sup>st</sup>, January 1<sup>st</sup> (actual dates of closure vary)

### **Rentals of Tables and Chairs**

The Center can occasionally rent tables and chairs for use off-site. The fee for rentals is \$5 per table or chair per day. A deposit of \$250 is also required.

### **Making a Reservation**

To reserve a room, first verify room availability by phone (619-692-2077), e-mail (roomrentals@thecentersd.org), or in person (3909 Centre Street). We encourage you to make your reservations as far in advance as possible to ensure room availability. Please note that The Center is unable to make a room reservation until the completed room rental contract and appropriate deposit are received. If the event will occur within 30 days or less of the reservation, the full room rental fee will also be required.

Once you have confirmed availability, complete the Room Reservation Form found at the end of this document and return with the appropriate deposit and, if the rental is to occur within 30 days or less of the reservation, the room rental fee to The Center. If you would like to mail your reservation form and deposit, The Center's mailing address is P.O. Box 3357, San Diego CA 92163. If you prefer to hand-deliver your reservation form and deposit, you may do so at our main facility, located at 3909 Centre Street, San Diego CA 92103.

Once we receive your deposit(s) along with a completed Room Reservation Form, we will enter your information into our booking system and send you a confirmation letter within one working day.

### **Methods of Payment**

For deposits, The Center will accept cash or checks. Deposits will be held by The Center until the event takes place, at which point they will be refunded, minus any charges for damages as described above.

Room rental fees may be paid by check, money order, cash, or credit card. The Center accepts Visa, Master Card, Discover and American Express.

The Center will provide separate receipts for the deposit and for room rental fees.

### **Cancellation and Refunds**

If you need to cancel a reservation, you must provide written notice to The Center. Acceptable forms of written notice include U.S. mail (The Center will use the postmark date as the date of cancellation) or e-mail to [roomrentals@thecentersd.org](mailto:roomrentals@thecentersd.org) (The Center will use the date of receipt of the e-mail as the cancellation date).

When canceling reservations for all rooms **except the auditorium**, the following cancellation and refund policy will apply:

- Full refund if notified more than 30 days prior to event date.
- 50% refund if notification is 3- 4 weeks prior to event date.
- 25% refund if notification is 2 weeks prior to event date.
- There will not be a refund if notification occurs within one week of event.

When canceling reservations for the **auditorium**, the following cancellation and refund policy will apply:

- Full refund if notified more than 60 days prior to event date.
- 75% refund if notification is 6-8 weeks prior to event date (see exception below).
- 50% refund if notification is 4-6 weeks prior to event date (see exception below).
- 25% refund if notification is 3-4 weeks prior to event date (see exception below).
- There will not be a refund if notification occurs within two weeks of event date

Please note that The Center will gladly refund the full rental fee if another reservation is made for the same space on the same date and time as the canceled reservation.

In cases of cancellation, deposits will be returned to the event organizer.

### **Refund of Deposits; Set-Up and Cleaning of Rooms; Costs Incurred for Damage to Premises and/or Equipment**

The Center strives to create a clean and sanitary environment for all of its visitors, and we rely upon the many groups and organizations who rent space from us to help maintain that environment. In every room of The Center, there is a diagram of how each room is to be set up between uses. The room must be set up according to the diagram when you leave it, and it must also be free of all trash, food and other materials. In addition, the auditorium must be swept and all trash taken out to dumpsters behind the building. Finally, you are responsible for cleaning up any spills, and cleaning materials are available at the front desk for this purpose.

If The Center finds a room has not been cleaned and/or set up according to the diagram, it will charge the previous renter for cleaning and set up costs. The hourly fee for cleaning and set-up is the same as the hourly rental rate for the room, with a minimum one hour charge. Any cleaning and set-up costs will be charged against the renter's deposit. If, when entering a room, you find that the space is not ready for occupancy, you should notify the front desk immediately.

If your event leads to damage to The Center's facilities and/or its equipment, you will be responsible for the cost of repair and/or replacement, along with staff time as applicable. Generally, these costs will be charged against your deposit. If the costs of repair or replacement exceed your rental deposit, The Center will bill you for the remaining balance.

### **Policy on Alcohol Use**

All alcohol use must be approved in advance by The Center, and The Center reserves the right to deny use of alcohol at any event. In its sole discretion, The Center will determine whether an Alcohol Beverage Control (ABC) permit and insurance certificate will be required of the event organizer. Generally, private events where alcohol is free and peripheral to the event do not require an ABC permit or insurance certificate. For all other events, the following requirements must be met

1. All non-profit and profit organizations are required to obtain a one-day alcohol use permit from Alcohol Beverage Control:

State of California, Department of Alcohol Beverage Control  
1350 Front Street, room 5056  
San Diego, CA 92101  
619- 525-4064.

2. No bottled alcohol may be served.
3. All alcohol must be served with food and water.
4. All non-profit and for profit organizations are required to obtain an insurance certificate for their event when serving alcohol, naming The San Diego LGBT Community Center as the loss payee.
5. If the event is being catered, the catering company or individual must be licensed to serve alcohol and must provide proof of licensing to The Center prior to the event. A copy of the license will be kept on file with other paperwork pertaining to said event. In addition, the caterer must provide an insurance certificate naming The Center as the loss payee.
6. Absolutely no alcohol served to minors.

### **Policy on Noise Control**

The San Diego LGBT Community is located in a residential neighborhood, and out of respect for our neighbors, we have implemented the following policies regarding noise control:

- Set-up and takedown of any event can only occur between 9:00 a.m. and 10:00 p.m. All events must conclude by 9:30 p.m. at the latest to provide time for take down and to ensure that all crowds disburse by 10:00 p.m.
- When using the auditorium's sound system, event organizers are responsible for ensuring that volume levels are kept such that the sound system cannot be heard in the alley next to the auditorium. Any request by the neighbors for a reduction in volume must be honored immediately.

- Doors to the north of auditorium (leading to the alley beside the auditorium) must remain closed at all times except when bringing in or removing equipment and/or supplies.
- Event organizers will be responsible for ensuring that guests refrain from loud conversations and unruly behavior within the facility, on our patio, on the sidewalks in front of The Center and in our parking lot.
- Any noise complaints from our neighbors must be addressed immediately. This includes events held in the auditorium and/or parking lot.
- Any fines or citations incurred due to excessive noise will be the sole responsibility of the event organizer, and the event organizer agrees to reimburse The Center for any fines it receives as a result of the organizer's event.
- In the event that law enforcement requires an event to end early due to noise complaints, The Center will comply. When this happens, The Center **will not** refund any part of the rental fee.

### **Prohibited Uses**

We strive to create a facility in which all members of our community can feel safe and welcomed. In keeping with our mission, the following activities are not allowed on The Center's property:

1. Physically or verbally threatening or harassing any person in any way, including stalking or obsessive following.
2. Using sexually explicit language, obscene gestures or discriminatory language referring to race, sex, sexual orientation, age, gender identity or expression, mental / physical impairment, national origin, ancestry, family status, faith, or other discriminatory remarks that are likely to upset or disturb the peace of staff, clients, volunteers or visitors.
3. Engaging in sexual behavior of any kind.
4. Defacing, damaging, or destroying property in any area belonging to the Center, our visitors, or our tenants.
5. Possession, use or sale of illegal substances, weapons, or contraband.
6. Possession or consumption of alcohol outside of a Center-sponsored event, or consumption and/or distribution of alcohol at an event where The Center's prior permission and an alcohol use permit have not been obtained.
7. Soliciting for any purpose, including asking for money, contributions, or donations unless such activities have been approved by the Chief Executive Officer.
8. Assembling for the purpose of disturbing the public peace or committing any unlawful act.
9. Fighting, annoying others through noisy or boisterous activities, or in any way creating a disturbance which is disruptive or dangerous to others, or the business or reputation of The Center.
10. Running, skating, rollerblading, skateboarding, bicycling, or other wise or impeding the free flow of pedestrian traffic.
11. Failing to wear reasonably appropriate attire for a community environment that encompasses adults, seniors, families and young children. Shirts and shoes are required at all times when using Center facilities.
12. Bringing animals onto Center property, with the exception of animals trained to assist and accompany physically challenged individuals.

13. Posting or distributing flyers or notices that have not received the prior approval of the San Diego LGBT Community Center.
14. Smoking anywhere on The Center's property except the parking lot or sidewalk in front of The Center.
15. Distribution of alcohol to minors.

The Center will cancel a room reservation if, in its estimation, the organizers or participants violate any of the prohibited uses listed above. If, due to violations of this policy, an event is asked to end early, The Center **will not** refund any part of the rental fee. Rental deposits will be refunded as described above.

## ROOM RESERVATION FORM INSTRUCTIONS

The following instructions are designed to help you complete the Room Reservation Form. However, if you have any questions or concerns about the form or your reservation, please feel free to contact the Room Scheduler at 619-692-2077 or [roomrentals@thecentersd.org](mailto:roomrentals@thecentersd.org). We are always happy to help.

**Contact Information:** Please provide us with the name of your organization (if applicable) along with your address and phone numbers. Your confirmation letter and receipts for deposit and rental fees will be mailed to the address provided.

**Event Information:** In order for us to ensure that we properly book your reservation, please provide us with the following information regarding your event: date of event, the room you would like to reserve, when you would like your reservation to begin and end, when your actual event will begin, and the number of attendees you expect. We also ask that you provide us with a title or name for your event that will appear in our reservation system. Finally, please provide us with a brief description of your event: what will happen at your event, whether your event will be public or private, and how you will promote or advertise your event. If you have samples of any promotional materials, please attach them to the Room Reservation Form.

**Alcohol Service:** If alcohol will be served at your event, please let us know how it will be served. For instance, what kinds of alcohol will be served? Will you have a bar with a trained bartender? What will you do to ensure that alcohol is not served to, nor consumed by, minors?

**Deposit:** Please calculate the appropriate deposit for your room reservation. Information about deposits can be found on pages 1 and 2 of this document. If you will be using the sound system in the auditorium, you will also need to include a \$250 equipment deposit. Enter the total deposit in the box on the right.

**Rental Fees:** Please calculate rental fees for your reservation as follows

**Total Hours Requested:** Enter the total number of hours of your reservation, including whatever time you will need for set-up, take down and cleaning.

**Hourly Room Fee:** Enter the hourly room fee, which can be found on pages 1 and 2 of this document.

**Total Room Rental Fees:** Enter the total room rental fee, which is calculated by multiplying the number of hours of your reservation by the hourly room rental fee.

**Equipment Rental Fee:** Enter \$50 if you will be using the sound system in the auditorium. Otherwise, enter \$0.

**Center Rep Fee:** If any part of your event will occur outside of The Center's normal operating hours, you will need to pay an additional fee of \$20 per hour for a Center representative to be present at your event, with a minimum two-hour charge. The Center representative will ensure the

physical safety of the facility and will ensure that only guests of your event will be allowed into the building. If your event will occur entirely within the normal operating hours of The Center, enter \$0.

**Total Other Fees:** Add together "Equipment Rental Fee" and "Center Rep Fee" and enter the total in this box.

**Total Fees:** Add together "Total Room Rental Fees" and "Total Other Fees," and enter the total in this box.

**Due Date for Payment of Fees:** The due date for payment of fees is 30 days prior to your event. For instance, if your event is scheduled to occur on August 31, the due date for full payment of fees is July 31. Please note that The Center reserves the right to cancel any reservation if full payment of total fees is not received by the due date.

**Signature:** Please sign and date the reservation form.

Once you have completed the Room Reservation Form, please return it with the appropriate deposit and, if the rental is to occur within 30 days or less of the reservation, the room rental fee to The Center. If you would like to mail your reservation form and deposit, The Center's mailing address is P.O. Box 3357, San Diego CA 92163. If you prefer to hand-deliver your reservation form and deposit, you may do so at our main facility, located at 3909 Centre Street, San Diego CA 92103.

Once we receive your deposit(s) along with a completed Room Reservation Form, we will enter your information into our booking system and send you a confirmation letter within one working day.

# ROOM RESERVATION FORM

## CONTACT INFORMATION

Name of Organization: \_\_\_\_\_

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

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

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

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

## EVENT INFORMATION

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Room Requested: \_\_\_\_\_ # of Attendees: \_\_\_\_\_

# of Tables and Chairs Required: \_\_\_\_\_ Tables \_\_\_\_\_ Chairs

Reservation Beginning Time: \_\_\_\_\_ Reservation Ending Time: \_\_\_\_\_

Title/Name of Event: \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will alcohol be served?      Yes      No

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DEPOSIT

Room Deposit: \$	+	Equipment Deposit: \$	=	Total Deposit: \$
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RENTAL FEES

Total Hours Requested:	X	Hourly Room Fee: \$	=	Total Room Rental Fees: \$
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Equipment Rental Fee: \$	+	Center Rep Fee: \$	=	Total Other Fees: \$
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Total Fees: \$
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Due Date for Payment of Fees:
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By signing below, you acknowledge the following:

- You have thoroughly read the Policies and Procedures Regarding Room Rentals at The Center, and you agree to abide by those policies and procedures, including the following:
  - Available Rooms;
  - Miscellaneous Policies;
  - Hours and Availability;
  - Holiday Closures;
  - Rentals of Tables and Chairs;
  - Making a Reservation;
  - Method of Payment;

- Cancellation and Refunds;
  - Refund of Deposits; Set-Up and Cleaning of Rooms; Costs Incurred for Damage to Premises and/or Equipment;
  - Alcohol Use;
  - Noise Control; and
  - Prohibited uses.
- You acknowledge that failure to abide by policies and procedures can lead to the cancellation of your reservation and/or the forfeiture of your deposit.
  - You acknowledge that no reservation will be made until a signed room reservation form and deposit are received by The Center.
  - You acknowledge that your reservation may be canceled if The Center does receive full payment of the room rental fee 30 days prior to your event.
  - Regarding your rental deposit, you accept the following terms:
    - If there are no damages, set-up or cleaning costs, your entire deposit will be returned to you;
    - Costs for damages, set-up or cleaning will be charged against your deposit, and the balance of the deposit after those charges will be returned to you; and
    - You agree that you will pay The Center, upon demand, for all costs related to damages, cleaning or set up that are in excess of your rental deposit.

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

Print Name: \_\_\_\_\_

