

Room Rental Information & Contract | San Diego LGBT Community Center

The San Diego LGBT Community Center’s mission is to enhance and sustain the health and well-being of the lesbian, gay, bisexual, transgender, non-binary 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 you find that you have any questions or concerns, please feel free to contact the Front Desk/Client Services Representative, who can be reached at 619-692-2077 x211 or roomrentals@thecentersd.org.

Available Rooms

The Center offers several room rental options; all of which are described below.

Rooms which are located at our main Centre Street location are highlighted in orange.

Room Name	Floor Level	Capacity	Min Rental	Special Amenities	Deposit	Rental Fees				
						Small Non-Profit Org*	Partner Org**	Mid-Size Non-Profit Org***	Large Non-Profit Org****	Rate
<i>(Min Rental times include Set-Up & Break-down times.)</i>										
Joe Mayer Group Room 2	Main Ground Floor	Up to 25	One Hour	<ul style="list-style-type: none"> Equipped with Hearing Loop Audio and Visual equipment <i>(additional fee – see below)</i> 	\$30	Free	\$30/hour	\$50/hour	\$75/hour	\$100/hour
Conference Room 201	2nd Floor (Upstairs) <i>Non-wheelchair accessible</i>	Up to 15	One Hour	<ul style="list-style-type: none"> Audio and Visual equipment <i>(additional fee – see below)</i> 	\$20	Free	\$20/hour	\$25/hour	\$40/hour	\$50/hour
Community Resource Room <i>The Bruce Abrams Library</i>	Main Ground Floor	Up to 50	Two Hours	<ul style="list-style-type: none"> Equipped with Hearing Loop Audio and Visual equipment <i>(additional fee – see below)</i> 	\$100	Free	\$100/hour	\$125/hour	\$190/hour	\$250/hour
Auditorium	Main Ground Floor	Up to 250 people (seated) or 400 people (standing)	Two hours, M-F for events ending by 6:00 p.m.; Four hours all other times. Not available Sundays.	<ul style="list-style-type: none"> Equipped with Hearing Loop Audio and Visual Equipment & Technology <i>(additional fee – see below)</i> Kitchen <i>(additional fee – see below)</i> <p>Fees listed do not include usage of the Audio & Visual Equipment or the Kitchen.</p> <p><u>Complete Audio & Visual Rental Package</u> \$150 rate per event + plus \$250 deposit</p>	\$200	Free	\$200/hour	\$250/hour	\$375/hour	\$500/hour



				<i>(individual rental options listed below)</i>						
				<u>Complete Kitchen Rental Package</u> \$125 flat rate per event + plus \$125 cleaning deposit						
Nicole Murray Ramirez Latino Services Rm 1	Downstairs <i>Non-wheelchair accessible</i>	Up to 8	One Hour	<ul style="list-style-type: none"> Audio and Visual equipment <i>(additional fee – see below)</i> 	\$15	Free	\$15/hour	\$20/hour	\$30/hour	\$40/hour
Conference Room 202 <i>BHS</i>	2nd Floor (Upstairs) <i>Non-wheelchair accessible</i>	Up to 15	Two Hour	<ul style="list-style-type: none"> Audio and Visual equipment <i>(additional fee – see below)</i> <p>Available Saturdays Only</p>	\$20	Free	\$20/hour	\$25/hour	\$40/hour	\$50/hour
Conference Room 203 <i>BHS</i>	2nd Floor (Upstairs) <i>Non-wheelchair accessible</i>	Up to 15	Two Hour	<ul style="list-style-type: none"> Audio and Visual equipment <i>(additional fee – see below)</i> <p>Available Saturdays Only</p>	\$20	Free	\$20/hour	\$25/hour	\$40/hour	\$50/hour
David Bohnett Cyber Center	Main Ground Floor	Up to 15	Two Hour	<ul style="list-style-type: none"> 12 Computer work stations, each with access to internet and Microsoft Office, Word, Excel, PowerPoint, Publisher Audio and Visual equipment available for group presentations <i>(additional fee – see below)</i> <p><i>Cyber Center must be requested well in advance.</i></p>	\$100	Free	\$100/hour	\$150/hour	\$225/hour	\$300/hour
James Ziegler Patio	Main Ground Floor	Up to 30	Two Hours	<ul style="list-style-type: none"> Available to be reserved for private outdoor parties in the heart of Hillcrest Audio Equipment for small parties <i>(additional fee – see below)</i> <p>Patio available on Saturday Evenings and some weekday evenings, if requested in advance. <i>Recommended to rent belly bars for this outdoor location as a cocktail hour style.</i></p>	\$100	Free	\$100/hour	\$150/hour	\$225/hour	\$300/hour
Sunburst Youth Housing Project Penthouse Roof	4 th Floor (Upstairs) <i>Non-wheelchair accessible</i> - Located in Downtown San Diego	Up to 50	Two Hours	<ul style="list-style-type: none"> Available to be reserved for outdoor meetings/parties with a view of Downtown San Diego Audio and Visual equipment <i>(additional fee – see below)</i> 	\$100	Free	\$100/hour	\$150/hour	\$225/hour	\$300/hour

South Bay Youth Center	Main Group Floor – Located in Chula Vista	Up to 25	One Hour	<ul style="list-style-type: none"> • Audio and Visual equipment <i>(additional fee – see below)</i> <p>SBYC Available during the below times: <i>Mondays 9am-5pm</i> <i>Tuesdays 9am-5pm</i> <i>Wed-Fri 9am-2pm</i></p>	\$30/hour	Free	\$30/hour	\$50/hour	\$75/hour	\$100/hour
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*Small Nonprofits with budgets 10K or less receive our room rentals free of cost.

**Organizations that partner directly with and have a standing MOU/contract with The San Diego LGBT Community Center, they are offered our special Partner Organization fee.

***Mid-Size Nonprofits with budgets under 1M budgets receive 50% off regular rates

****Large Nonprofits with budgets over 1M budgets receive 25% off regular rates

The ground floor of The Center is wheelchair accessible and provides three (3) All Gender restroom facilities, each of which is ADA compliant.

To reserve a room, The Center all groups to complete an online Room Rental Request form (<https://thecentersd.org/contact/room-rentals-2/>). After completing the online Room Rental Request form, you will soon receive a room rental availability email/call from a Center staff member. From there, complete the Room Reservation Contract found at the end of this document and turn in 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. **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.

Equipment & Technology Rental Fees

Equipment/Technology	Deposit	Rental Fee	Rooms/Locations Available
Presentation/Video Projector	\$250 flat*	\$50 flat fee	<ul style="list-style-type: none"> • Community Resource Room • Auditorium • Nicole Murray Ramirez Latino Services Rm 1 • South Bay Youth Center
Projection Screen	\$250 flat*	\$50 flat fee	<ul style="list-style-type: none"> • Community Resource Room • Auditorium • Nicole Murray Ramirez Latino Services Rm 1 • South Bay Youth Center
Audio Stack* (with 1 microphone)	\$250 flat*	\$50 flat fee	<ul style="list-style-type: none"> • Auditorium
Additional Microphone*	\$250 flat*	\$10 flat fee	<ul style="list-style-type: none"> • Auditorium
Laptop		\$30 flat fee	<ul style="list-style-type: none"> • Joe Mayer Group Room 2 • Conference Room 201 • Community Resource Room • Auditorium • Nicole Murray Ramirez Latino Services Rm 1 • South Bay Youth Center
Flat Screen TV Presentation		\$30 flat fee	<ul style="list-style-type: none"> • Joe Mayer Group Room 2

			<ul style="list-style-type: none"> • Conference Room 201 • Community Resource Room • Nicole Murray Ramirez Latino Services Rm 1 • South Bay Youth Center
White Board & Markers		\$25 flat fee	Available in All Rooms/At All Locations
Podium		\$10 flat fee	<ul style="list-style-type: none"> • Joe Mayer Group Room 2 • Community Resource Room • Auditorium • Nicole Murray Ramirez Latino Services Rm 1
Complete Auditorium Audio & Visual Package <i>Includes Presentation/Video Projector, Projection Screen, Audio Stack, 2 microphones, Laptop, Podium and White & Markers</i>	\$250 flat*	\$150 flat fee	<ul style="list-style-type: none"> • Auditorium

*Audio and Visual Rental Equipment require a \$250 deposit at time of rental. The payee will only be charged this \$250 if equipment is damaged or lost. If payee is requesting more than one item of audio and visual equipment, only one deposit of \$250 is required.

Miscellaneous Policies

- Non-profit organizations must supply proof of 501(c)(3) status in order to receive the discounted rate.
- An event representative must receive all deliveries associated with your event. The Center will not 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. Any equipment left on The Center’s premises beyond the original reservation will result in the loss of the room deposit.
- 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 six 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.
- 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. – 9:00 p.m.
- Saturday: 9:00 a.m. – 7:00 p.m.
- Sunday: **Closed** (facility unavailable for rental)

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 (preceding Saturday)
- **Presidents Day:** Third Monday in February (preceding Saturday)
- **Cesar Chavez Day:** March 31st
- **Memorial Day:** Last Monday in May (preceding Saturday)
- **Independence Day:** July 4th (actual day of closure varies)
- **San Diego Pride:** Friday-Monday of Pride weekend in July
- **Labor Day:** First Monday in September (preceding Saturday)
- **Veterans Day:** November 11th
- **Thanksgiving:** Fourth Thursday - Sunday in November
- **Christmas Eve and Day:** December 24th & 25th (actual dates of closure vary)
- **New Year's Eve/Day:** December 31st, January 1st (actual dates of closure vary)

Making a Reservation

To reserve a room, first complete an online Room Rental Request form (<https://thecentersd.org/contact/room-rentals-2/>). 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 online Room Rental Request form is completed, the Room Reservation Contract is signed and turned in, and the appropriate deposit is received. If the event will occur within 30 days or less of the reservation, the full room rental fee will also be required.

After completing the online Room Rental Request form, you will soon receive a room rental availability email/call from a Center staff member. From there, complete the Room Reservation Contract found at the end of this document and turn 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 Contract, we will enter your information into our booking system and send you a confirmation letter within one working day.

For any additional questions, please email roomrentals@thecentersd.org.

Methods of Payment

The Center accepts cash, checks, money orders, or major credit cards (Visa, Master Card, Discover and American Express). 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. The Center will provide separate receipts for the deposit and for room rental fees.

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 floor must be swept and cleaned of any spills and all trash must be taken out to the dumpsters behind the building. Finally, you are responsible for cleaning up any spills on floors and tables, and cleaning materials are available at the front desk for this purpose. If you are renting the Auditorium Kitchen as well, a Kitchen Clean-up Check List will be provided to the event organizer that must be signed off by Center representative at the conclusion of your event. If this check list is not signed off after your event and the kitchen is found not be cleaned according to the specifications on the Kitchen Clean-up Checklist, your kitchen cleaning deposit will not be refunded.

If The Center finds a room has not been cleaned and/or set up according to its posted 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 rental rate for the room, with a minimum rental 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.

Cancelation 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 cancelation) or e-mail to roomrentals@thecentersd.org (The Center will use the date of receipt of the e-mail as the cancellation date).

When canceling reservations, the following cancelation 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.

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 cancelation, deposits will be returned to the event organizer.

Policy on Alcohol Use and Entertainment

Alcoholic beverages, in conjunction with entertainment (DJ, live band, performances, etc.) may be served at your event, with the expressed understanding it is offered for **free** and **not sold** to attendees for a fee and/or expected donation. Selling alcoholic beverages is prohibited. If you are found to be selling alcohol at any time during your event, authorities will be contacted and your event will be shut down. All alcohol use at events must be approved in advance by The Center, and The Center reserves the right to deny use of alcohol at any event.

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. **The building must be closed & locked by 10:00 p.m.**
- When renting the auditorium's audio system, event organizers are responsible for ensuring that volume levels are kept so that noise generated from it cannot be heard in the alley next to the auditorium.

- 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 front James Ziegler patio, on the sidewalks in front of The Center and in our parking lot.
- Any noise complaints from our neighbors must be addressed immediately.
- 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 or deposit.

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 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 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 registered service animals.
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 sole discretion, it determines or suspects that the organizers or participants might 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 Rental Contract

The following instructions are designed to help you complete the Room Reservation Contract. This contract is **only to be completed and signed after** completing the online Room Rental Request form and receiving room availability confirmation from a Center staff member. 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 x211 or roomrentals@thecentersd.org.

Event Information

In order for us to ensure that we properly book your reservation, please provide us with the correct Room Rental information regarding your event on your online request form (<https://thecentersd.org/contact/room-rentals-2/>): 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.

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? If you plan to offer attendees alcoholic beverages FOR FREE, a responsible party must be checking IDs.

Deposit

Please calculate the appropriate deposit for your room reservation. Information about deposits can be found on pages 1-4 of this document. If you will be using the Center kitchen, audio or visual systems or any other equipment/technology, please also include those deposits and fees. 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 1-3 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.
- **Additional Equipment/Tech Rental Fee:** Enter the total rental fee for the equipment or technology you'll be using, which can be found on pages 3-4 of this document. Otherwise, enter \$0
- **Kitchen Fee:** If you plan to use the Center Kitchen, enter the Kitchen fee of \$125 (found on pages 1-2 of this document).
- **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. This payment is made directly to the Center Rep. 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 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 May 31, the due date for full payment of fees is May 1. 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 Room Rental Contract. Once you have completed the Room Reservation Contract, 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/email.

Contact Information

**Please remember that your Online Room Rental Request form should be completed prior to turning in this form.*

Name of Organization: _____

Contact Person: _____

Phone Numbers: _____ Email: _____

Event Information

**Please remember that your Online Room Rental Request form should be completed prior to turning in this form.*

Title of Event: _____

Date of Event: _____ Start Time: _____ End Time: _____

Room Requested: _____ # of Attendees: _____

Will alcohol be served? Yes No

Room Deposit & Fee Cost Calculator

Deposit

Room Deposit: \$	+	Kitchen Cleaning Deposit: <i>(if applicable)</i> \$	+	Equipment/Technology Deposit(s): \$	=	Total Deposit \$
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Rental Fees

Total Hours Requested:	X	Hourly Room Fee: \$	=	Total Room Rental Fees: \$
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Additional Equip/Tech Fees: \$	+	Kitchen or Center Rep Fees: \$	=	Total Other Fees: \$
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Total Fees: \$

Due Date for Payment of Fees:

By signing below, you acknowledge the following:

- You have thoroughly read the Policies and Procedures regarding Room Rentals at The Center that are listed above, and you agree to abide by those policies and procedures, including the following:
 - Available Rooms;
 - Miscellaneous Policies;
 - Hours and Availability;
 - Holiday Closures;
 - 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 cancelation of your reservation and/or the forfeiture of your deposit.
- You acknowledge that no reservation will be made until a signed Room Rental Contract 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 14 days prior to your event.
- Regarding your room 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: _____

For Center Staff Use Only

- Received Online Room Rental Request – Date: _____
- Room Availability Email & Room Rental Contract Sent to Requester – Date: _____
- Received Signed Room Rental Contract – Date: _____
- Accounting Received correct Deposit for Room Rental/Kitchen Cleaning/Equipment – Date: _____
- Room Rental Confirmation Email to Requester – Date: _____
- Accounting Received Full payment for Room Rental & Fees – Date: _____