

## Room Rental Information & Contract | The 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, nonbinary, immigrant, and HIV communities to the betterment of our entire San Diego region.

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 Center's Room Rental policies and procedures. We hope that you will be able to 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 Welcome Services Representatives, 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; all of which are described below.

Room Name	Floor Level	Capacity/ Dimensions	Min. Rental	Special Amenities	Deposit	Rental Fees				
<i>(Min. Rental times include Set-Up &amp; Break-down times.)</i>						Grassroots Non-profit*	Small Non-Profit Org & Partner Org*	Mid-Size Non-Profit Org*	Large Non-Profit Org*	For- Profit/ Public Rate
Group Room 1 	Main Ground Floor	12 Rolling Chairs/6 Tables Approx. 6 Additional event chairs may be added w/out tabletop access  Room Dimensions: 23' x 12' 11"	One Hour	<ul style="list-style-type: none"><li>• Equipped with Hearing Loop</li><li>• Wi-Fi Connection</li><li>• Vinyl Plank Flooring</li><li>• No Exterior Windows</li><li>• Air Purifier</li><li>• Audio and Visual equipment <i>(additional fee – see page 4)</i></li></ul>	\$30	\$20/hour	\$30/hour	\$50/hour	\$70/hour	\$80/hour



Room Name	Floor Level	Capacity/ Dimensions	Min. Rental	Special Amenities	Deposit	Rental Fees				
(Min. Rental times include Set-Up & Break-down times.)						Grassroots Non-profit*	Small Non-Profit Org & Partner Org*	Mid-Size Non-Profit Org*	Large Non-Profit Org*	For-Profit/ Public Rate
Joe Mayer Group Room 2 	Main Ground Floor	16 Rolling Chairs/8 Tables Approx. 6 Additional event chairs may be added w/ out tabletop access  Room Dimensions: 18’ 7” x 20’ 3”	One Hour	<ul style="list-style-type: none"><li>• Equipped with Hearing Loop</li><li>• Wi-Fi Connection</li><li>• 2 Large/1 Small Window</li><li>• Frosted Covered Outdoor Exit</li><li>• Air Purifier</li><li>• Audio and Visual equipment (additional fee – see page 4)</li></ul>	\$30	\$20/hour	\$30/hour	\$50/hour	\$70/hour	\$80/hour
David Birnbaum Group Room 3 	Main Ground Floor	12 Rolling Chairs/6 Tables Approx. 4 Additional event chairs may be added w/ out tabletop access  Room Dimensions: 14’ x 22’ 8”	One Hour	<ul style="list-style-type: none"><li>• Equipped with Hearing Loop</li><li>• Wi-Fi Connection</li><li>• 2 Large Windows</li><li>• Air Purifier</li><li>• Audio and Visual equipment (additional fee – see page 4)</li></ul>	\$30	\$20/hour	\$30/hour	\$50/hour	\$70/hour	\$80/hour

Room Name	Floor Level	Capacity/ Dimensions	Min. Rental	Special Amenities	Deposit	Rental Fees				
						Grassroots Non- Profit*	Small Non-Profit Org* & Partner Org*	Mid- Size Non- Profit Org*	Large Non- Profit Org*	For- Profit/ Public Rate*
Auditorium 	Main Ground Floor	Up to 200 people (seated) or 400 people (standing)	(Min. Rental times include Set-Up & Break-down times.)	<ul style="list-style-type: none"> <li>• Equipped with Hearing Loop</li> <li>• Wi-Fi Connection</li> <li>• Bluetooth Audio Capability</li> <li>• 1 Handheld Microphone Included in Rental Fee</li> <li>• Audio/Visual Equipment &amp; Technology (additional fee – see page 4)</li> <li>• Kitchen (additional fee – see below)</li> </ul>	\$200	\$100/hour	\$200/hour	\$275/hour	\$375/hour	\$450/hour
		Room Dimensions:  Wall to Wall: 78' x 48'  Usable space: 69' x 43'  Perimeter of Benches: 26"  Deep Stage: 12' 5" at deepest point x 27' wide								

\*Grassroots Nonprofits with operating budgets under \$25k.

\*\*Small Nonprofits with operating budgets within 25K-500k.

\*\*\*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 rate.

\*\*\*\*Mid-Size Nonprofits with operating budgets under 1M.

\*\*\*\*Large Nonprofits with operating budgets over 1M.

All available rooms are located on the ground floor of The Center with wheelchair accessibility. Each room has access to three (3) Gender-Inclusive restroom facilities. ADA accessible restrooms are also available. Parking lot access is available on a first-come, first-serve basis. ADA compliant parking spaces are also available.

### Equipment & Technology Rental Fees

Equipment/Technology	Deposit	Rental Fee	Rooms/Locations Available
Presentation Video Projector w/ Projection Screen & Media Cart	\$250 flat*	\$100 flat fee	<ul style="list-style-type: none"><li>Auditorium</li></ul>
Additional Headset or Handheld Microphone	\$250 flat*	\$20 flat fee	<ul style="list-style-type: none"><li>Auditorium</li></ul>
Laptop	\$250 flat*	\$30 flat fee	<ul style="list-style-type: none"><li>Group Room 1</li><li>Joe Mayer Group Room 2</li><li>David Birnbaum Group Room 3</li><li>Auditorium</li></ul>
Flat Screen TV Presentation	\$250 flat*	\$30 flat fee	<ul style="list-style-type: none"><li>Group Room 1</li><li>Joe Mayer Group Room 2</li><li>David Birnbaum Group Room 3</li></ul>
Podium	\$250 flat*	\$10 flat fee	<ul style="list-style-type: none"><li>Group Room 1</li><li>Joe Mayer Group Room 2</li><li>David Birnbaum Group Room 3</li><li>Auditorium</li></ul>
Complete Auditorium Audio & Visual Package <i>Includes Presentation Video Projector w/, Projection Screen &amp; Media Cart, 2 microphones, Laptop, and Podium</i>	\$250 flat*	\$150 flat fee	<ul style="list-style-type: none"><li>Auditorium</li></ul>

\*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.

### COVID-19 SAFETY PROTOCOLS

While we are very excited to host all your events and programming, we still urge that we all remain vigilant as a community in navigating COVID-19 and that CDC guidelines are strongly considered in event planning. The Center will continue to evaluate case trends in San Diego and will adjust this requirement for clients accordingly. Noting that it may go back and forth during increased cases in the region, or in case of any other pandemics or epidemics.

- Wearing face masks in the building are highly encouraged.

### **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 their 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. 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 Center's 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: 10:00 a.m. – 8:00 p.m. (Please note the event, including clean up must be complete by 8:00 p.m.)
- Saturday – 11:00 a.m. – 4:00 p.m. (Please note the event, including clean up must be complete by 4:00 p.m.)
- Sunday – **Closed** (Facility unavailable for rental)

### **Holiday Closures**

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
- **Cesar Chavez Day:** March 31<sup>st</sup>
- **Memorial Day:** Last Monday in May
- **Juneteenth:** June 19<sup>th</sup> (actual day of closure varies)
- **Independence Day:** July 4<sup>th</sup> (actual day of closure varies)
- **San Diego Pride:** Friday-Monday of Pride weekend in July
- **Labor Day:** First Monday in September
- **Indigenous Peoples Day:** Second Monday of October
- **Veterans Day:** November 11<sup>th</sup>
- **Thanksgiving:** Fourth Thursday - Sunday in November
- **Christmas Eve and Day:** December 24<sup>th</sup> & 25<sup>th</sup> (actual dates of closure vary)
- **New Year's Eve/Day:** December 31<sup>st</sup>, January 1<sup>st</sup> (actual dates of closure vary)

### **Making a Reservation**

To reserve a room, first read this document in its entirety, then complete an online Room Rental Request form (<https://thecentersd.org/room-rentals/>). We encourage you to make your reservations as far in advance as possible to ensure room availability.

After completing the online Room Rental Request form, you will soon receive a room rental availability email/call from a Center staff member including any additional information needed.

From there, complete the Room Rental Contract found at the end of this document and submit the appropriate deposit, and, if the rental is to occur within 30 days or less of the reservation, include the room rental fee and insurance requirement 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.

Please note that The Center is unable to make a room reservation until the online Room Rental Request form is completed, the Room Rental Contract is signed and turned in, and the appropriate deposit and insurance requirement is received. **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. If the event will occur within 30 days or less of the reservation, the full room rental fee will also be required.

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

Once we receive your deposit(s) along with a completed Room Rental Contract, we will enter your information into our booking system and send you a confirmation letter within one to two working days.

For any additional questions, please email [roomrentals@thecentersd.org](mailto:roomrentals@thecentersd.org).

### **Methods of Payment**

The Center accepts checks, money orders, or major credit cards (Visa, Master Card, Discover, American Express processed via square link and 3.5 charge). Deposits will be held by The Center until the event takes place, at which point they will be refunded, excluding any charges for damages as described below. 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 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 photo of how each room is to be set up between uses. All rooms must be set up according to their perspective photo and must also be free of all trash, food and other materials. In addition, renters are responsible for cleaning of any spills on

floors and tables upon event closeout time, cleaning materials are available at the Welcome Desk for this purpose. For Auditorium rentals, the floor must be swept and cleaned of any spills and all trash must be taken out to the dumpsters behind the building. If you are renting the Auditorium Kitchen, 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 unclean 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 photo, 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 Welcome Services Staff 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.

### **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, 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.

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 cancelled reservation. In cases of cancellation, 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 provided at your event on a case-by-case approval basis, with the expressed understanding alcohol is offered for **free** and **not sold** to attendees for a fee and/or expected donation; no one under age 21 may be served alcohol of any kind; alcohol must stay in the reserved room and not extend into any other areas; the User may not advertise that alcohol will be served at the gathering and; security may be required at the expense of the User. Selling alcohol 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.**

### **Insurance Policy**

General liability is required for some events in the Center. The Center representative will communicate when insurance is required during the approval process. Liable Renters must provide The Center with proof of insurance by providing a Certificate of Insurance that show General Liability coverage with minimum limits of \$1,000,000 Per Occurrence and \$1,000,000 General Aggregate. The Certificate must name The San Diego LGBT Community Center as Additional Insured and be notified of any cancellation or revisions. Recurring renters must submit updated proof of insurance if needed.

### **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 10:00 a.m. and 8:00 p.m. All crowds, takedowns and events must conclude by 8:00 p.m. **The building must be closed & locked by 8:00 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, disconcerting 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 Welcome Desk at 619-692-2077 or [roomrentals@thecentersd.org](mailto: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/room-rentals/>): 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.

## **Use of Alcohol**

All alcohol use must be approved in advance by The Center. This policy will be reviewed on a case-by-case basis. (Please see Policy on Alcohol Use and Entertainment on page 7 of this document.)

## **Insurance Requirements**

If your event requires insurance; Renters must provide The Center with proof of insurance by providing a Certificate of Insurance that show General Liability coverage with minimum limits of \$1,000,000 Per Occurrence and \$1,000,000 General Aggregate. The Certificate must name The San Diego LGBT Community Center as Additional Insured and be notified of any cancellation or revisions. (Please see Insurance Policy on pages 7 and 8 of this document.)

## **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.

**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 page 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 page 3 of this document).
- **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 Rental Contract, please return it with the appropriate proof of insurance (if required), deposit and, if the rental is to occur within 30 days or less of the reservation, include 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 Rental Contract, 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: \_\_\_\_\_ Equipment & Technology: \_\_\_\_\_ # 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
\$		\$		\$		\$

Rental Fees

Total Hours Requested:	X	Hourly Room Fee: \$	=	Total Room Rental Fees:
Additional Equip/Tech Fees: \$	+	Kitchen or Center Rep Fees: \$	=	Total Other Fees: \$
				Total Fees: \$
				Due Date for Payment of Fees ( <i>one month prior to event</i> ):

**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;
- COVID-19 Protocols;
- Miscellaneous Policies;
- Hours and Availability;
- Holiday Closures;
- Making a Reservation;
- Insurance Policy;
- 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 cancelled if The Center does receive full payment of the room rental fee 30 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.

**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: \_\_\_\_\_

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

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