

RULES AND REGULATIONS
THE NONPROFIT CENTER CONFERENCE ROOM
3515 Linden Avenue, Long Beach, California 90807

The following rules and regulations have been developed for nonprofit organizations renting the LBCF Nonprofit Center conference room.

For questions related to this document, contact:

Tara Sievers, LBCF Properties Foundation
(562) 435-9033
tara@longbeachcf.org

By signing below, I agree on behalf of myself and my organization to the following:

1. The room will not be used for fundraising activities. The room is to be used strictly for general office and administrative activities related to the renter's nonprofit support services, and not direct service activity unrelated to the mission of the nonprofit.
2. Audio visual equipment is available for use for a fee by advance request only. Contact us the business day prior to your event for the current A/V code. The Nonprofit Center does not have public WiFi access.
3. The meeting/event shall not exceed 50-person capacity of room.
4. This is a professional office building, and guests will conduct themselves accordingly. Noise levels will be kept to a minimum.
5. The conference room and facility will be left in the same condition as they were found, including but not limited to:
 - No trash left in room;
 - Tables returned to position found in;
 - Tables wiped clean;
 - Kitchen clean and orderly;
 - Blinds fully open; and
 - Windows closed.
6. To bear financially liable for any damages to facility or equipment, as well as any cleaning costs incurred by LBCF beyond its normal janitorial service.
7. Plumbing fixtures will be used only for their designated purpose and no substances of any kind will be deposited therein which they are not designed to handle. Damage to any such fixture resulting from misuse by any renter or its employees or invitees shall be repaired at the expense of such renter.

8. To allow the necessary time for set up and break down of equipment and supplies when considering reservation beginning and end times. Meetings/events begin and end by the scheduled times.
9. The Nonprofit Center is equipped with a kitchen. Organizations may bring in their own food and beverage for meetings and conference room usage.
10. LBCF does not host nor assist during meetings/events. Renters need to supply their own staff.
11. Except for animals assisting the disabled, no animals will be allowed in or about the Premises or the Building.
12. To comply with parking rules and regulations. Parking in spaces designated for handicapped use is restricted to vehicles properly displaying a valid handicapped placard. Parked cars may not, at any time, block the building's emergency exits.
13. In the event you need to cancel your room reservation, LBCF Properties Foundation will allow you to rebook your reservation on another date within the same calendar year if we are provided at least 3 days prior notice. Reservations are subject to availability. Failure to cancel reservations with three days advance notice will forfeit your payment for room rental.
14. If you need assistance the day of your event, please call (562) 435-9033. Our offices are open M-Th 9-5 and F 9-3. For emergency after-hours and weekend assistance, call Colleen Bragalone - cell phone (714) 865-2720.

On behalf of my nonprofit and all the employees associated with my organization, I, the undersigned, understand and accept these Rules and Regulations.

Sign: _____

Print: _____

Title: _____

Organization: _____

Date: _____