

**CUYAMA VALLEY FAMILY RESOURCE CENTER**

661-766-2369 / M.YEPEZ@SBCSOCIALSERV.ORG

**FACILITIES USE STATEMENT**

APPLICATION AND AGREEMENT FOR USE OF CVFRC FACILITY

*Must be submitted no less than two weeks prior to use*

Execution of this application not confirm reservation

Date of Application: \_\_\_\_\_

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

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

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

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

Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date Facility is Needed: \_\_\_\_\_ Time: from: \_\_\_\_\_ am/pm to: \_\_\_\_\_ am/pm

Expected Attendance: \_\_\_\_\_ Open to the Public:  Yes  No  N/A

Type of Event (check one):  Private or commercial  Government  Agency/School  
 Non-Profit Organization (Tax ID# \_\_\_\_\_)

Purpose of Use: \_\_\_\_\_

Facility needed: (check all that apply)

Multipurpose Room  Children’s Room  Kitchen  Computer Lab  Outdoor play yard

Equipment needed:

Chairs #\_\_\_\_  Folding Tables #\_\_\_\_  Trash Cans #\_\_\_\_  Other \_\_\_\_\_

Have you received, read and agree to the Facilities Use Policies (see reverse)?  Yes  No

Are you authorized by the requesting organization to act on its behalf?  Yes  No

Signed: \_\_\_\_\_ Date signed: \_\_\_\_\_



Authorized by: \_\_\_\_\_ Date authorized: \_\_\_\_\_

# CUYAMA VALLEY FAMILY RESOURCE CENTER

## FACILITIES USE POLICIES

- Fees: For-profit or commercial use: \$100/2-hours; Non-profit use: To be negotiated
- Cancellations must be made 24 hours in advance of the planned event.
- The facility is only available during staffed working hours of 8:00am-6:00pm. Events scheduled outside of those hours must be approved by staff and may incur an additional fee.
- Capacity of the CVFRC Multi-Purpose Room is 49. No events will be allowed that exceed this capacity limit.
- Applicant hereby agrees to hold the Cuyama Valley Family Resource Center (CVFRC), its Board of Directors, agents and employees true and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in a way by such use or occupancy of CVFRC property.
- The organization recognizes that it is liable for any damage to the CVFRC facilities or for any injury to any person due to the organization's negligence in using the CVFRC facilities.
- The above signed hereby certify to the best of their knowledge, the CVFRC property for use of which application is hereby made will not be used for the commission of any unlawful act, and further certify they will be personally responsible on behalf of the applicant for any damages sustained on the CVFRC building, furniture or equipment, accruing through the occupancy or use of said building by the applicant.
- The organization shall comply with all restrictions placed on the use of the CVFRC facilities by CVFRC policy or regulations.
  - No alcohol shall be brought to, sold or consumed on CVFRC property.
  - No smoking on our outside the CVFRC property.
  - No animals will be brought inside the CVFRC facility without prior approval.

The following may be made available to the event organizers, with prior approval:

- Tables and chairs
- Use of kitchen facility
- Children's room
- Outdoor fenced play area
- Outdoor patio area