



Use of Space for Organizations and Groups

Monday – Thursday, 9:00am-2:00pm or 6:30pm-9:00pm

Effective through August 31, 2014

Name of Organization or Group: _____

Address: _____

Representative: _____ Telephone: _____

Date(s) of Event: _____ Time: _____

(Monday–Thursday 9:00am–2:00pm or 6:30pm-9:00pm)

Nature of Event: _____ Number of People Attending: _____

SoNoCC-approved Assigned Space: _____

Rules and Conditions

The use of space at SoNoCC by any Organization or Group is subject to the following Rules and Conditions:

- Hours of use: Monday through Thursday, 9:00am-2:00pm and 6:30pm-9:00pm except for holidays.
- Use of space from 6:30pm-9:00pm requires a \$15 per hour charge for building supervision.
- Use of space requiring table set-up and breakdown requires a \$75 custodial fee payable upon contract execution.
- Use of space is limited to purposes of community needs.
- Request for use of space shall be made 2-weeks in advance.
- Representative shall advise SoNoCC of meeting cancellation 2-days prior to reservation date.
- Decorations shall be fire proof.
- Organization/Group/Representative will be held financially responsible for breakage or damage.
- Organization/Group/Representative shall provide SoNoCC with attendance record immediately following event.
- Use of space is limited solely to the Organization or Group granted permission of use by SoNoCC.
- SoNoCC reserves the right to substitute the assigned space.
- Use of space is at sole discretion of SoNoCC.
- SoNoCC reserves the right to cancel the use of the space, with reasonable notice to the Organization or Group.

This agreement is made between the undersigned parties and is subject to the rules and conditions stated above.

Organization or Group Representative

SoNoCC Authorized Signature