



Our Center Address: 1745 S Wells Ave Reno, NV 89502

RESERVATION AND APPLICATION AGREEMENT

Permission is hereby requested of Our Center for use of the space on _____, 20____ from _____ a.m. to _____ p.m. for the purpose of _____ with an estimated attendance of _____.

Applicant: _____

Address: _____

Phone: (_____) _____

Signature of Applicant: _____

** By signing I have read and agree to the Conditions of Use/General Rules and agree to abide by them. I will also instruct my group of these rules and conditions and see that they also abide by the same. If I fail to follow any of the rules, I understand my deposit will not be returned to me.

CONDITIONS OF USE

Whenever any person or group applies for the rental or use of the facility or portions thereof, the person making the application must agree to the following:

- 1) To be personally responsible for any damage caused to the building or appurtenances thereof during the rental period.
- 2) **If you will be serving alcohol at your event please circle the appropriate reply below. We request to be informed of any alcoholic consumption per Our Center’s insurance policy** **YES** **NO**

OFFICE USE ONLY

Date: _____
Fee Paid: _____
Receipt No. _____
Deposit Refunded: _____
Check No. _____
Fee Waived per: _____

Our Center Reservation and Application Agreement

ELIGIBILITY

- Our Center Programs receive priority in space scheduling.
- LGBTQIA+ Community Groups and LGBTQIA+ non-profit organizations are eligible for waived space use fees.
- BIPOC Community Groups and non-profit organizations are eligible for waived space use fees.
- Non LGBTQIA+ community groups and non-profit organizations may reserve the space for a fee to be determined upon consultation with Our Center staff.

SPACE DESCRIPTIONS

- Great Room: Appropriate for groups up to 60
- Teen Lounge: Appropriate for groups up to 20
- Library: Small unenclosed space for up to 5 people
- Art Space: Small unenclosed studio space for up to 5 people
- Our Lounge: Enclosed space for up to 12 people
- Board Room: Enclosed space with conference table and chairs for up to 12 people.
- Entire Facility: Special events may rent the facility upon consultation with Our Center staff if the rental does not conflict with normal Center operations.

APPLICATION PROCESS

- Applicants must complete this “Reservation and Application Agreement” form at least one week in advance of the requested date.
- Reservation requests will be taken on a first come, first served basis beginning the first business day following January 1st of any given year. Our Center programs will fill the monthly calendar first, LGBTQIA+ events will be scheduled second and community events without an LGBTQIA + component will be scheduled third.
- This application is to be completed by an individual eighteen (18) years of age or older, who will assume complete and primary responsibility for compliance with space rules during rental.
- Payment in full is required at the time of application. Reservations are confirmed only after payment is received and the signed form is on file with Our Center staff.

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FEES

The fees are based upon rental of facilities only and do not include any special preparation, set-up, or use of equipment, which is not ordinarily part of the facility.

Basic Fee: \$75.00 for events which last from 1-4 hours.

Day Use Fee: \$300.00 plus a \$100.00 security deposit (security deposit refunded after event).

CANCELLATIONS/REFUNDS

The rental fee for reservations canceled more than two (2) weeks from said reservation will be refunded, but minus an administrative fee of \$10.00. Reservations canceled less than two (2) weeks from said reservation will be refunded at half the rental fee amount. In both cases, the Our Center will be available for future rentals after the cancellation has been requested. Refunds are not available at the time of cancellation. No refunds are given for inclement weather, unless approved by the Our Center Board. In such cases, the Board may choose to refund all, part or none of the reservation fee at their discretion.

ALCOHOLIC BEVERAGES

Intoxicating liquors or fermented malt beverages shall not be consumed upon the premises after Our Center is closed. The sale of alcoholic beverages is prohibited.

LITTER/REFUSE

The applicant will be responsible for any and all damage to the Our Center property or facilities. Any litter or refuse generated must be collected and disposed of in appropriate trash receptacles or taken off site. **Once the trash receptacle is full, all other refuse must be taken off site.** It is not acceptable to leave garbage or litter next to or in an already filled receptacle. Our Center may assess a fee for damages or additional cleaning if the area is not returned to original condition and reserves the right to deny future applications if these condition are not complied with.