



## Meeting Room Rental Agreement and Reservation Request Form

**Thank you for using the Step One Community Center for your meeting. You are helping to support the Stepping Stones Agencies 24/7/365 emergency shelter for women and children.**

**Disclaimer:** Sending this form to the Stepping Stones Agencies administrative office **DOES NOT** mean that your room is reserved. You **MUST** receive confirmation of your reservation.

**Room requested:**     Room #1     Room #2     Room #3     Room #4     Large Conference Room  
 Please visit our website to see photos of each room at [www.steppingstonesaz.org](http://www.steppingstonesaz.org).

**Organization Name** (if applicable): \_\_\_\_\_

Phone Number: \_\_\_\_\_ 2<sup>nd</sup> Phone Number: \_\_\_\_\_

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

**RESPONSIBLE PARTIES:**

*\*\* This is the ONLY key-holder & the person who comes early for set-up, is responsible for clean-up, and return of all equipment*

**Name of Responsible Party:** \_\_\_\_\_

Cell Phone: \_\_\_\_\_ 2<sup>nd</sup> Phone Number: \_\_\_\_\_

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

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

**Name of 2<sup>nd</sup> Responsible Party:** \_\_\_\_\_

Cell Phone: \_\_\_\_\_ 2<sup>nd</sup> Phone Number: \_\_\_\_\_

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

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

**\*We will be sending you room reservation confirmation and all communication via email.**

**MEETING ROOM INFORMATION:**

**Note:** Meetings cannot be reserved more than 3 months in advance and only for 3 months at a time.

**Name of Meeting:** \_\_\_\_\_ **Approx. # Participants:** \_\_\_\_\_

(This is the name you registered under so we can verify)

**Date:** \_\_\_\_\_ **Times Needed:** \_\_\_\_\_

(This is the **TOTAL** time you need to access the space. **Please allow time for set-up and clean-up.**)

**Describe Activities:** \_\_\_\_\_

- I will be using the TV located in the Large Conference Room.
- I understand there is not on-site IT assistance.
- I will schedule an appointment with Rachel to familiarize myself with the room, plug in devices and try out equipment to avoid any last minute issues the day of the meeting.

To **finalize your transaction**, please: have this form completed, be ready to provide a copy of **ALL** responsible party picture IDs, a completed Certificate of Liability (see attached sample), a complete catering form (if you are requesting that service), and be ready to pay all fees. **Room cost is \$ \_\_\_\_\_ per hour. This must be paid in the SSA Administration Office or the Step One Coffee House.**

Any questions or to make a reservation, please contact Rachel at [Rachel@SteppingStonesAZ.org](mailto:Rachel@SteppingStonesAZ.org) or (928) 772-4184.



## USAGE REQUIREMENTS AND WAIVER OF LIABILITY

All events shall require a Certificate of Insurance - \$1,000,000 liability (see attached sample) in order to be able to use the facility.

1. I understand that I am free to rearrange the room into whatever configuration works for this event. I understand that I must return the room to its **original arrangement** as well as pick up papers, take down displays, wipe up spills, etc.
2. If you notice a particular stain, damage to room, equipment or furniture, please contact Step One Center staff the very next business day and let us know.
3. Nothing is to be hung on the walls, taped to the tables, taped to doors or windows. If you need to display something, you must bring your own easel or table top display.
4. No alcoholic beverages or glass containers can be brought onto the property or parking lot.
5. Smoking is only permitted at the South end of the building and in designated smoking areas ONLY. Not by your car, in parking lot or anywhere else. Meeting leader is ultimately responsible for cigarette butts and damage caused by smokers. Your meeting will be cancelled if this is an issue.
6. Sound from audio/video equipment must be kept to a minimum so as not to be heard in adjoining rooms.
7. Air conditioning is not customized for each room. Please dress in layers, as some rooms may be cold or hot.
8. Key holder/Responsible party must make sure doors leading to the outside MUST be locked when you leave.
9. Key holder/Responsible party must make sure all participants are out of your room as designated in usage agreement.
10. **No exchange or transfer of keys.** All key holders must see Rachel at the administration office and complete appropriate paperwork. **Key holder cannot give key to anyone** else for any reason without seeing Rachel first. If a non-registered responsible party is found to be in possession of key, the meeting may be cancelled.
11. A \$ 5.00 deposit is required for all keys being checked out and will be refunded when key is returned to the administrative office. Limit 2 keys per meeting.
12. If any keys are lost, a \$ 7.50 fee will be charged for replacement and \$5 key deposit will not be returned.
13. No one under 18 is allowed on the premises during meetings. Ages 16+ may attend a 12-Step meeting as a participant.
14. No pets on premises. DO NOT USE this property or any adjoining property to walk pets, let them run, or allow them to relieve themselves. None of this property or adjoining property is a dog park!
15. Do not park in spaces designated for the Step One Coffee House during business hours. Those spaces are reserved for "in and out" coffee patrons only.
16. Please observe the laws governing the handicap spaces.
17. Meetings held on nights and weekends need to close and lock all meeting room doors and windows when leaving the building. All electrical appliances must get unplugged and lights and water need to be turned off.
18. Return all keys to Stepping Stones Agencies on the day following your event (if it is not a recurring meeting).

If you want to provide participants with coffee, snacks or beverages from Step One Coffee House, the Responsible Party must come before the event to set up an account in the coffee house. At the end of the event, the responsible party must pay the invoice in the coffee house. Please contact Brandon at 928-759-3770 for details regarding a coffee house account.

Step One Community Center is pleased to have the Step One Coffee House/Café, which offers a variety of sandwiches, salads and snacks, as well as tasty espresso, coffee, tea, smoothies and other beverages. Step One Coffee House/Café is a not-for-profit social enterprise that provides job training in the food service industry for individuals that are in any of the Stepping Stones Agencies service programs such as the emergency shelter, transitional living or re-entry programs. The Step One Coffee House/Café can provide on-site food & beverage service for your event. Refer to attached catering menu and fill out the Food/Beverage Request Form. Turn it in at least 10 business days prior to your event in the Administration Office. Any outside food or beverage is prohibited without prior written approval, as additional waivers and liability coverage may be required.

I understand that this program/meeting is independent of the Step One Center. The Step One Center does not endorse this program/meeting in any way, nor is affiliated in any way.

By signing this agreement, I understand that I am responsible for the meeting facility when in use, behavior and actions of all participants, and accept all liability during the times and days stated above. I also have received a copy of the Rules and Responsibilities and will make sure all participants are aware of the rules and responsibilities. I understand that Stepping Stones will cancel this meeting if multiple violations of the Rules and Responsibilities occur and are not resolved.

### **WAIVER OF LIABILITY, RELEASE, AND HOLD HARMLESS AGREEMENT**

By signing, I understand and agree with the above listed usage requirements and I hereby release and discharge Step One and Stepping Stones Agencies, its departments, divisions, agents, employees, volunteers and any and all persons legally responsible for the acts or omissions of SSA, from any and all claims which any participant in the above activity has or may have against SSA, its agents, employees or volunteers, arising out of or in any way connected with the usage of the building. This Release & Hold Harmless includes death, injury, damage to or loss of property of any participant in the above activity, caused or alleged to be caused in whole or in part by the negligence of SSA, its employees, volunteers or agents or otherwise. I verify that I am legally able to sign this waiver on behalf of \_\_\_\_\_ (*name of organization*). I understand that I am waiving liability of all participants in the event/meeting \_\_\_\_\_ (*name of event/meeting*) for which I am listed as responsible party on \_\_\_\_\_ (*date & time of event*).

\_\_\_\_\_  
Signature of On-Site Responsible Party #1

\_\_\_\_\_  
Signature of On-Site Responsible Party #2

\_\_\_\_\_  
Signature of Step One Representative

\_\_\_\_\_  
Date

**If there is an emergency after hours, please contact:**

- 1. Dave - (541) 220-1632
- 2. Brandon - (520) 831-4071
- 3. AJ - (928) 499-1751

**Thank you so much for your understanding, consideration, and help in keeping the Step One Community Center a place for everyone to enjoy!**

**FOR ADMINISTRATIVE USE ONLY**

Key # \_\_\_\_\_ Deposit Paid (*Date & Initials*) \_\_\_\_\_

Key returned & deposit refunded (*Date & Initials*) \_\_\_\_\_



## FOOD/BEVERAGE REQUEST FORM

**\*You must contact Brandon at (928) 759-3770 a minimum of 10 days prior to your event.**

Date/Date of Event: \_\_\_\_\_ Number of Participants: \_\_\_\_\_

Event Contact Name: \_\_\_\_\_

Contact Phone 1: \_\_\_\_\_ Contact Phone 2: \_\_\_\_\_

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

Agency/Organization: \_\_\_\_\_

Agency Website: \_\_\_\_\_

Agency Phone: \_\_\_\_\_

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

**What would you like to order?** *(Please be specific, with quantities - **NO** changes after submitted)*

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

**Time in which you'd like your catering items available:** \_\_\_\_\_

**Amount due & payable prior to meeting:** \_\_\_\_\_

**Event Contact Signature:** \_\_\_\_\_

**Coffee House Manager Signature:** \_\_\_\_\_