



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 advocacy services and emergency shelter for adults 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.

Organization Name (if applicable): _____

Phone Number: _____ 2nd Phone Number: _____

Mailing Address: _____

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: _____ 2nd Phone Number: _____

Email: _____

Name of 2nd Responsible Party: _____

Cell Phone: _____ 2nd Phone Number: _____

Email: _____

***We will be sending your 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:** _____

Date: _____ **Time of Meeting (9am -12pm):** _____ **Time Needed (8am -1pm)*:** _____

(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 Jen 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 catering), and be ready to pay all fees. **Room cost is \$ _____ per hour. This must be paid at the SSA Administration Office or the Step One Coffee House.**

Meeting room reservations cancelled within 72 hours of the event may incur charges up to 50% of the meeting space costs, catering requests cancelled within 72 hours of the catering event will incur charges up to 100% of the catering cost.

Any questions or to make a reservation, please contact Jen at MeetingRooms@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. Understand that you are free to rearrange the room into whatever configuration works for this event, however understand that you 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**. 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. We recognize drum circles as a valid therapy technique, however, we cannot allow them in the meeting space due to the noise levels they create.
7. Air conditioning is not customized for each room. Please advise participants to dress in layers, as some rooms may be cold or hot.
8. As a Key holder/Responsible party, please make sure to lock doors leading to the outside. Doors **MUST** be locked when you leave. All electrical appliances must get unplugged and lights, fans and water need to be turned off.
9. As a Key holder/Responsible party, you must make sure all participants are out of your room at the time scheduled.
10. **No exchange or transfer of keys.** All key holders must see Jen at the administration office and complete appropriate paperwork. **Key holders cannot give keys to anyone** else for any reason without seeing Jen 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 are allowed on the premise, service animals are welcome. Please don't pass off your pet as a legitimate service animal. For our full Service Animal policy please request a copy from the Office.
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. 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, as the Responsible Party, you 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 Jen at 928-759-3770 for details regarding a coffee house account.

Step One Community Center is pleased to have the Step One Coffee House, which offers a variety of sandwiches and snacks, as well as tasty espresso, coffee, tea, and other beverages. Step One Coffee House 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 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. Please be advised, once catering has been requested, if you cancel within 72 hours of the catering event, you will incur charges up to 100% of the catering cost. Any outside food or beverage is prohibited without prior written approval, as additional waivers and liability coverage may be required.

You must understand and represent that this program/meeting is independent of the Step One Center and Stepping Stones Agencies. The Step One Center and Stepping Stones Agencies does not endorse this program/meeting in any way, nor is affiliated in any way.

By signing this agreement, you understand that you are 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. You also have received a copy of the Rules and Responsibilities and will ensure all participants are aware of the rules and responsibilities. You 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. Brandon - (520) 831-4071
- 2. Dan - (928) 499-9329
- 3. Cori - (928) 710-6429

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*) _____