

GENERAL POLICIES FOR PCCD #1 MEETING ROOM

AVAILABILITY:

- The room is available for Funeral services, meetings, classes, readings, and business receptions. The room is not available for weddings or other private parties. (*PLACER COUNTY CEMETRY DISTRICT #1(PCCD #1) reserves the right to interpret this statement at its discretion.*)
- Room rental is subject to availability. PCCD #1 own events have priority.
- PCCD #1 may decline to rent the room to any event for any reason.
- Regular hours: 7 am-3:30 pm weekdays (except holidays)

RENTAL RATES:

- Regular hourly rate of **\$75**.
- Additional charges for full use of kitchen.
- Rental hours must include time for set-up, event, and clean-up.

INSURANCE:

- Renter must provide proof of liability insurance. Please see paragraph two of the rental agreement for details.

ABOUT THE FACILITY:

There are accessible restrooms, a full kitchen and lobby. There is a capacity of *35 people* allowed for any event.

EQUIPMENT:

- Renters may use tables, chairs, easels, and podium for no extra charge.
- You must bring your own laptop – PCCD #1 computers are not available for use. Wireless internet access is available on request.

KITCHEN:

- Renters may use the refrigerator, sink, microwaves, and coffee makers in the kitchen area for an additional charge of **\$50**. The kitchen is intended to be used for serving and microwave re-heating, not for any substantial cooking or catering.
- Renters must bring their own coffee supplies, ice, paper goods, trash bags, food, and all other meeting and kitchen supplies. PCCD #1 kitchenware is not available for use.
- Trash and recycling must be taken outside to the appropriate bins by the Renter at the end of the rental period.



**PCCD #1 CONFERENCE ROOM RESERVATION FORM
AND RENTAL AGREEMENT**

CONTACT INFORMATION

Renter:

Mailing Address:

Contact Person:

Phone: E-Mail:

Renter is:

General Public Other

RESERVATION INFORMATION

Date:

Time: from to
(include set-up and clean-up time)

Name or Type of Event:

Approximate Number of Guests:

Additional equipment requested: *(see list of available equipment on 2nd page)*

RENTAL FEES & PAYMENT
(this section to be filled out by PCCD #1 staff)

Rental is classified as:

Regular hours (M-F 7 am-3:30 pm)

Fees:

	Rental Fee (\$	per hour x	hours)
	Rental Fee (\$	per hour x	hours)
+	Additional fees		
+	Sales tax		
= \$	Total fee		

- To reserve your date, we require a signed rental agreement.
- Full payment is due one week before the event, on _____.
- PCCD #1 accepts checks or money orders.

RENTAL AGREEMENT

1. In case of cancellation, written notification must be received **48** hours prior to the event to receive a full refund. Should a cancellation occur after this deadline, the rental fee will not be refunded.
2. No later than one week prior to the rental, Renter must provide a certificate of insurance showing proof of liability coverage with limits greater than or equal to \$2 million aggregate and \$1 million per occurrence. **PCCD #1** (250 Santa Clara Way, Lincoln, CA 95648) must be listed as an additional insured on the certificate. This is required by our insurance carrier. *(Special event liability policies may be available if your organization does not have a general liability policy of its own. Please contact Peter Barmettler at 916.645.2475 or at Placercemetery@gmail.com for more details.)*
We will give options on table configuration. If another configuration is desired, Renter must re-arrange the room and return it to the original configuration after the event. (Time for these changes must be included in the rental agreement.)
3. Renters may not attach anything to the walls: please no tape, tacks, staples, glue, etc. Easels may be available for your use – please reserve them in advance.
4. PCCD #1 office is located in a residential neighborhood, therefore no loud music or DJs are permitted.

5. Renter will be billed for any damage or losses to the room or PCCD #1 property that occur during the rental.
6. PCCD #1 is not responsible for any lost or stolen personal items.
7. Smoking is prohibited in PCCD #1 facility.
8. Alcohol is prohibited in PCCD #1 facility.
9. Renter is responsible for leaving the room in the same condition as it was upon arrival. Renter must remove all leftover food and trash from the building and place it in the outdoor trash and recycling bins at the northeast corner of property. Kitchen area including sink must be clean, and counters wiped.

Renter agrees to hold PCCD #1 and its agents, employees, volunteers, and Board of Trustees harmless from any and all liability and all claims for damages of any nature or kind, including all costs and legal expenses that may result from or by reason of any act or omission on the part of said renter or any and all members of the renter's party while in PCCD #1 facility. Renter agrees to fully reimburse PCCD #1 for any damage arising from the use of the property, and any costs and legal fees incurred in the collection of said reimbursement.

I, the undersigned, have read and agree to the facility rental guidelines as set forth in this agreement.

Signature: _____

Print Name:

On Behalf Of (organization, if applicable):

Date: