

# Pharos Center Meeting Space Usage Policies

*Updated 2/8/2018*

The Pharos Center for Innovation (Pharos Center) is making its shared meeting space for community use. The requesting organization (Guest Organization) must agree to the following terms (the Agreement).

## **1. Room Request Process:**

To reserve a meeting space a request must be submitted via the reservation form. No other forms of reservation are considered.

[Click here](#) to fill out the reservation form.

Please note that this is merely a request until you have paid the invoiced amount and received final confirmation. All required paperwork must be completed for our files prior to your reservation being confirmed.

The Guest Organization representative who is listed on the request and agrees to these policies is responsible for any unanticipated damage to the facility or charges incurred in cleanup and/or resetting standard layout.

Your request for space will be confirmed or denied within five (5) business days via email.

## 2. Eligible Users:

The following entities are eligible to use meeting space, in priority order:

1. The Pharos Center
2. Pharos Center Partners
3. Government agencies, school programs, and registered 501(c)(3) nonprofit organizations in Ventura County
4. All other organizations in Ventura County
5. Organizations not based in Ventura County.

Political campaigns or advocacy organizations that are raising money for or promoting specific legislation or partisan political candidates, cannot reserve space at the Pharos Center.

The Pharos Center reserves the right to refuse a request. Users may schedule meeting space first come, first served depending on room availability, though stated priority list above may be applied in cases of unavoidable conflict. (See cancellation policies below.)

Rates are based on the following categories.

Reduced-Rate Users	General Users
501(c)(3) Nonprofit Organizations and collaborative associations where the majority of attendees are from 501(c)(3) Nonprofit Organizations	501(c)(4) – civic leagues, local associations 501(c)(5) – labor, agricultural and horticultural organizations 501(c)(6) – business leagues, chambers of commerce, home owner associations 501(c)(7) – social clubs 501(c)(8) – fraternal societies
Public sector organizations, groups or departments of city, county or state government	Unincorporated organizations
School and education-related programs that are not convened by for-profit corporations	For-profit enterprise, businesses and corporations

501(c)(3) organizations must have a copy of their IRS determination letter on-file with the Pharos Center in order to receive their discounted rate.

### **3. Hours of Operation:**

The Pharos Center meeting facilities are available at listed rates Monday – Thursday 7:00 a.m. – 7:00 p.m. and Friday 7:00 a.m. – 5:00 p.m.

Special requests for room usage outside these times or on the holidays of New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day, may incur additional fees/charges to cover after-hours staffing, HVAC usage, security and oversight.

### **4. Liability Insurance:**

The Guest Organization must provide proof of liability insurance to cover events. Aspire-3 Entrepreneur Education, LLC and its elected and appointed officials, agents, volunteers and employees must be explicitly named as an Additionally Insured (AI) on the Guest Organization's liability insurance, OR the Guest Organization must attach the wording of their existing liability insurance that grants AI status accordingly.

The liability insurance must provide for at least the minimum amounts of \$2,000,000 General Aggregate and \$1,000,000 Each Occurrence.

Each Vendor contracting with the Guest Organization at the Pharos Center must also provide insurance under the same terms.

## **5. Booking Deposits, Rescheduling, & Cancellation:**

Payment of invoice in full is required either at least ten (10) days after the invoice is sent or five (5) business days before the event, whichever is sooner.

Any reservations are considered tentative until the invoice is paid and may be canceled in writing at any time without stated cause, particularly if a Guest Organization of a higher priority category makes a conflicting reservation request or the invoice is not paid in time.

The Pharos Center reserves the right to cancel any paid reservation with written notice and full refund so long as such notice is given at least thirty (30) days before the event. The Pharos Center will take all reasonable measures to accommodate all paying Guest Organizations without cancellations.

Additionally, the Pharos Center reserves the right to cancel at any time and without refund in cases of:

- Emergency or unforeseen circumstance,
- Guest Organization providing false/misleading information during reservation,
- Policy violations, or
- Inappropriate or disruptive activities.

Once an invoice has been sent, a Guest Organizations may still reschedule or cancel their event up so long as they do so at least thirty (30) days prior to the date of the original reservation. Any such major change -- whether time change, room change, or full cancellation -- will incur a \$25 rescheduling fee, to be paid within ten (10) days.

Thirty (30) days before the event, the event is locked-in and may not be changed or cancelled without forfeiting the original reservation cost.

Reservations may not be transferred to other organizations.

#### **6. Set Up & Break Down of Rooms:**

Each event space in the Pharos Center has a standard room setup depicted in the framed schematic located on the wall in the room. If tables and chairs are moved, the Guest Organization is responsible for the return of those tables and chairs to their original location. The Guest Organization is also responsible for moving any furniture to accommodate their meeting, but may not operate the room dividers. No Pharos Center staff will be available to move tables and chairs under any circumstance. We encourage Guest Organizations to reserve an additional thirty (30) minutes before and after their meeting to accommodate for room set-up and clean-up.

Only non-toxic painters tape and self-adhesive easel paper are permitted on the walls. Please use caution to prevent markers bleeding through leaving permanent marks on any wall space. Any violation of this request will be assessed a damage charge and may affect future facility use. Meeting-related materials and promotional brochures may not be left in the meeting room nor affixed to any wall.

Groups must vacate the facility at the designated time as stated in the written request for room usage submitted by the organization. All trash must be removed from the room and

placed in the proper outside receptacles. If room(s) are not returned to the original set-up, future room usage may be prohibited. Failure to vacate and/or to return the room(s) to original set-up may impact future room reservation privileges and will result in charges for all extra time required until the room is ready for another organization to use. This extra time will be charged hourly at 150% the list rate for that organization's category (for-profit or non-profit).

## **7. Parking:**

Ample parking is available immediately surrounding the Pharos Center.

## **8. Catering:**

The Guest Organization is responsible for arranging catering services, set up and removal of all food. All trash must be removed and placed in the proper outside receptacles. The time for setup, cleanup and catering must be included in total time reserved. A kitchen/preparation area is also available for an extra fee.

The User must be physically present to accept all catering deliveries and is responsible to pay the bill in full upon delivery. It is the responsibility of the Guest Organization to supply any and all paper goods, knives/forks, cups, napkins and serving utensils. All leftover food and garbage must be disposed of in outside garbage receptacles prior to leaving the building. Any garbage and/or food left in the room(s) will trigger a clean-up fee and a charge will be automatically assessed by the Building Services Coordinator.

## **9. Technology, A/V:**

Guest organizations are responsible for all equipment in the room and agree to replace equipment if it is damaged or removed during or immediately after their usage. Any damage to equipment will be the responsibility of the User. No exceptions.

## **10. Public Relations / Concessions:**

Guest Organizations may not use any telephone number or building image associated with the Pharos Center facilities or any partner thereof, in any promotional materials without prior written permission. The Pharos Center and its partners and affiliates will not receive any mail or phone calls from third parties on behalf of Guest Organizations.

## **11. Banned Devices, Substances, and Activities:**

Smoking is not permitted inside the building. Smokers must be at least 25 feet away from any establishment entrances or exits and operable windows.

The Guest Organization may provide wine and/or beer outside of normal business hours (8 a.m. to 5 p.m.). Alcohol is not allowed under any other circumstances.

Microwaves are prohibited from use in meeting rooms and staging kitchen. No exceptions. All appliances with open coils or exposed heating elements are also prohibited. These include, but are not limited to: convection ovens, toasters, toaster ovens, hot plates, electric frying pans, grills, cup-type immersion heating coils, space heaters, etc.

Guest Organizations may not use fog machines, misting machines, any kind of open flame, confetti, glitter, glue, staples, nails, tacks, and tape (other than the approved non-toxic painters tape).

Bicycles must be locked at the designated areas outside. Skateboards, roller blades, roller skates, and similar devices may not be used in the building.

The only animals allowed inside are service animals. Pets and comfort animals are not allowed in the building.

Shoes must be worn and all times.

Guest Organizations may not use Pharos Center space for gambling or other illegal activities.

Loud, disruptive, and confrontational activities are banned.

## **12. Cell Phone Use:**

Cell phone use is limited to the main foyer and outside the building. The building is home to multiple organizations. Please be considerate and limit noise in hallways and shared spaces.

## **13. Wireless Access:**

Wireless access codes may be requested in advance of each event. Outside wireless systems may not be used.

#### **14. Events for Minors:**

If minors are present at the event, there must be at least one chaperone per twenty (20) minors. The chaperones should be at least 25 years of age. The Pharos Center may request names and contact information for these chaperones.

#### **15. Damage:**

Any damages, spills, etc. should be reported immediately to the Pharos Center staff (at [bookings@pharoscenter.com](mailto:bookings@pharoscenter.com)) and the Building Services Coordinator (at [jproctor@vccf.org](mailto:jproctor@vccf.org)). Any and all damage is the sole responsibility of the Guest Organization. Groups leaving any space in poor condition may be charged for the cleaning of the facility and may be denied future use. This includes all staging areas, kitchens and restroom facilities.

## **16. Hold Harmless:**

By signing this agreement and using the facilities at the Pharos Center, the Guest Organization agrees to hold harmless and indemnify the Pharos Center and all of its parents, partners, subsidiaries, affiliates, assigns, employees, agents, directors, officers and representatives against any penalty, damage or charge imposed for any violation of any laws, ordinances, regulations, permits and approvals occasioned by Guest Organization including, but not limited to, injury to or death of any person or persons and injured property arising out of any accident or other occurrence on or about the premises which arises out of or is caused by the negligence or omission of Guest Organization, its agents, employees, servants, guests or invitees, or any failure of the Guest Organization in any respect to comply with and perform the requirements and provisions of this Agreement.