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## COMMUNITY CENTER MEETING ROOMS

### RESERVATION & AGREEMENT FORM

**Humboldt Area Foundation is pleased to offer our meeting spaces to nonprofit 501(c)3 organizations, community groups, municipalities, schools or educational institutions, and non-partisan groups.**

**All room reservations are first come, first served. Please call the Foundation at 707.442.2993 to verify room availability and temporarily hold the requested room(s) and equipment before completing this form. If you are requesting multiple, non-sequential days for your meeting/event, please submit one form for each day.**

*Examples of groups we are not able to accommodate include private events, religious groups, partisan groups, for-profit groups, meetings hosted by an individual not associated with an applicable organization, or meetings that are not in alignment with the Foundation's values of community, empathy, equity, and non-discrimination. Public requests to use the space are considered on a case-by-case basis with the final decision to use at the discretion of the Foundation.*

#### RESERVATION INFORMATION

Organization Name: _____	Room(s) Requested: <input type="checkbox"/> SHARED KITCHEN
Event Name: _____	<input type="checkbox"/> NILSEN <i>(max capacity 18)</i>
Event Date: _____	<input type="checkbox"/> EMMERSON <i>(max capacity 65 standing, 45 seated)</i>
Reservation Time: _____ to _____ <i>Must include your set-up and clean-up time</i>	# of Attendees Expected: _____
Primary Contact: _____	Will you be serving alcohol? <input type="checkbox"/> No <input type="checkbox"/> Yes
Contact Phone: _____	Charging a Fee to Attendees? <input type="checkbox"/> No <input type="checkbox"/> Yes*
Contact Email: _____	*If 'yes', provide your nonprofit tax ID(EIN): _____

- **Rooms are available to rent during the following hours: Mon-Fri 8:30a-10:00p, Sat 8:00a-10:00p, Sun 8:00a-5:00p, (closed holidays).**
- *Per the request of the Humboldt County Planning Department, events may not be scheduled to begin or end during the peak commute hours of 5:00p-6:00p (Mon-Fri) in order to reduce traffic hazards on the Hwy 101 exit to Indianola Cutoff.*

#### AUDIO VISUAL EQUIPMENT

Please select the audio visual equipment that you would like to reserve (subject to availability):

Emmerson Room	Nilsen Room
<input type="checkbox"/> Lectern <input type="checkbox"/> Easel, Flipchart Paper, Markers <input type="checkbox"/> Interpretation Equipment <input type="checkbox"/> Conference Phone (you must provide your own conference call service or long distance calling card) <input type="checkbox"/> Voice Amplification Equipment (mic & speaker) <i>(pre-approval required, not available during business hours)</i> <input type="checkbox"/> Laptop Computer/LCD Projector/Bose Speakers <i>(for playing DVDs, PowerPoint presentations, etc.)</i>	<input type="checkbox"/> Easel, Flipchart Paper, Markers <input type="checkbox"/> Interpretation Equipment <input type="checkbox"/> Conference Phone (you must provide your own conference call service or long distance calling card) <input type="checkbox"/> Video Conferencing Equipment <i>(includes 50" flat screen TV, blue tooth speaker/microphone, wide lens video camera, and computer for connecting to your web-based video conferencing service, playing DVDs, PowerPoint presentations, etc.)</i>

#### ROOM USE FEES

Meeting Room use is FREE of charge during regular Foundation business hours, Monday-Friday 8:30am-5:00pm. A fee of \$16/hr (\$48 minimum) per room used (kitchen is free) will be charged for events occurring outside of regular business hours. Fees are charged in full hour increments.

After Hours Reservation Fees: \$ \_\_\_\_\_

Donation (optional): \$ \_\_\_\_\_

*Humboldt Area Foundation provides audio visual equipment free of charge as a benefit to our meeting room users. Donations to assist us with the ongoing maintenance and upkeep of this equipment are appreciated, but not required.*

**TOTAL DUE:** \$ \_\_\_\_\_

ROOM USE AGREEMENT

Completion and submission of this Agreement is required for room rental. Please carefully read and initial each of the following, which states that you understand and agree to your responsibilities for this reservation under the Agreement:

**Meeting Start & End Times:** Meeting rooms will NOT be available to your group before the reservation time requested on page 1. Please be sure to include ample time for set-up and clean-up when making your reservation. Our parking lot gates do not open until 8:30a on weekdays. Please ask your event participants not to arrive before 8:30a.

As a courtesy to our staff and other guests using the meeting rooms, please make every effort to end your meeting on time. Groups who do not end their meetings on time may be asked to leave by our staff. Additional fees will be charged to after hours groups who do not end their meeting on time.

**Check-In/Check-Out:** When the organizer or facilitator for your group arrives onsite for your reservation, please check-in with the Front Office Assistant/ Building Steward before proceeding to your room. Our staff will conduct a brief orientation for your group at the time of check-in. Before leaving, please check-out with staff so that we can ensure that you have successfully complied with all clean-up requirements.

**Room Set-Up & Clean-up:** Your group is responsible for setting up all furniture, food, receiving catering, and equipment to suit your needs on the day of the event. Foundation staff are available to answer questions about the facility and set-up AV equipment, but are not available to assist with setting up tables, chairs, etc. or to operate the AV equipment during your meeting.

Your group is expected to complete all of the tasks on the clean-up checklist posted in your meeting room prior to leaving the facility.

**Parking:** The HAF parking lot does not open to the public until 8:30a on weekdays. As a courtesy to our staff and neighbors, please encourage guests not to arrive before business hours begin. Please do not block the driveway or Indianola Road if you arrive before the gates have opened. Additionally, parking on the Foundation campus is limited to 65 spaces, which are shared with staff and other guests, and there are no nearby alternate parking lots to accommodate overflow. Please encourage your meeting attendees to carpool.

**Equipment:** Please notify Foundation staff if you experience any problems with equipment, furniture, or our facilities. When finished using equipment, please leave it the condition in which you received it.

**Fees for Your Event:** Organizations or groups who will be charging a fee to attend their event must provide their tax exempt ID# (EIN) or be able to demonstrate that they have a fiscal sponsor. HAF does not allow for-profit events to be hosted in our space.

**Additional HAF Fees:** If HAF property such as AV equipment or kitchen items are broken or lost as a result of use from your group, HAF reserves the right to request that your organization compensate us for the value of that item to ensure its repair or replacement.

**Cancellations:** Call HAF at 707.442.2993 or email [meetingrooms@hafoundation.org](mailto:meetingrooms@hafoundation.org) to cancel meetings as soon as possible (allowing other groups to have an opportunity to use the room). After hours reservations with less than 3 days cancellation notice will only be eligible for a 50% refund of the required payment. No refunds will be provided for no-shows or same day cancellations.

**Smoking:** *Humboldt Area Foundation prefers that you refrain from smoking on the premises.* NO SMOKING is allowed within 30 feet of any building. Cigarette butts must be disposed of in a waste receptacle.

**Alcohol:** Organizations or groups who will be selling or consuming alcohol on Humboldt Area Foundation premises must provide proof of Liquor Liability insurance in force during the date(s) of the event, with a minimum occurrence limit of \$1,000,000 and naming Humboldt Area Foundation as an additional insured. Proof of insurance must be submitted to the Foundation at least one week prior to your event.

**Other HAF Policies:** In addition to the above stated agreement, please initial that you have read the complete Humboldt Area Foundation Meeting Room Policies & Information document, and that you agree to comply with the instructions outlined therein. You are responsible for ensuring that those who will be in charge of your group on the day of our event will properly communicate and enforce all relevant policies with your event attendees. If there are questions about any meeting room information or policies, please address them with HAF Operations Team before the date of your reservation.

***By signing below I confirm that I have read the above statement and agree to the terms and conditions contained herein. My organization or group agrees to indemnify, defend and hold harmless the Humboldt Area Foundation and any agent or employee of the Humboldt Area Foundation from and against all claims and liabilities, whether proceeding to judgment, settlement, or otherwise brought to conclusion, arising out of any activities or operation performed by said group.***

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_



HUMBOLDT AREA  
FOUNDATION

**ROOM RESERVATION CREDIT CARD PAYMENT FORM**

Date:

Type of Card:  VISA  MASTER CARD  DISCOVER *We do not accept American Express*  
(please check one)

Name on Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Card Number:     -     -     -

Exp. Date (MM/YY): \_\_\_\_\_

Transaction Amount: \$ \_\_\_\_\_

<b>Date of room reservation:</b>	_____
<b>Organization responsible for reservation:</b>	_____
<b>Title of the meeting event:</b>	_____