

Attachment A



STAGE Conference Room Rental Agreement Request Form

Name of Applicant/Contact: _____

Name of Company (if applicable): _____

Address: _____

Contact phone number: _____ Email address: _____

Date(s) and times of room request: _____

Meeting time set-up will begin at: _____ Clean-up will end at: _____

Purpose of Use: _____

Projected attendance: _____

Rental Rates: The STAGE Conference Room is available weekdays from 8:00 am to 5:00 pm.

- Hourly Rental - \$75
 - Half Day Rental - \$275
 - Full Day Rental - \$550
- Rental Charge: Room Charge \$_____ * days _____*
Total Cost: \$_____

Amenities:

- Maximum occupancy of 49 people;
- Access to the internet;
- Restrooms;
- Tables and chairs;
- Display screen.

I agree that the above statements are true and I agree that I have read, understood, and will honor all policies and information, including the attached General Use Rental Regulation which are a part of the agreement. I understand that the Siskiyou County General Services Department is only expected to provide services and equipment identified and agreed to in the agreement.

Signature of applicant

Printed Name

Date

For questions please contact General Services at (530) 842-8220

Return forms electronically to generalservices@co.siskiyou.ca.us or by mail or in-person to 190 Greenhorn Road, Yreka CA 96097.



**STAGE Conference Room Rental Agreement
General Use Rental Regulations**

This Agreement between

_____ and the Siskiyou County General Services Department defines the terms and conditions for the rental of meeting rooms by members of the public.

The following terms and conditions apply to the STAGE Conference Room rental:

1. Rental of the STAGE Conference Room will be on a first-come, first-served basis. Siskiyou County meetings and activities take priority.
2. All individuals and/or businesses must complete a Room Rental Agreement Form at the time the room is reserved.
3. A deposit of one/half of the room rental fee is required at the time that this Rental Agreement is signed. The remainder of the payment is due 24 hours before the day of rental.
4. Renters are responsible for any damage to the facilities and/or contents and fixtures. Any and all damage must be reported to the General Services staff immediately. Room renters will be expected to cover all repairs and replacement of the cost of any damage to the facility itself and or the contents of such.
5. Nothing shall be attached to the walls, ceilings, or any fixtures.
6. The renters shall assume all responsibility for all actions of their guests and shall allow no unlawful or disruptive activities. The event shall be supervised during the entire period of use.
7. The STAGE Conference Room shall not be used for fraudulent purposes.
8. The STAGE Conference Room must be left in proper order, with all paper, trash, cups, etc. disposed of in trash receptacles. If tables and chairs have been rearranged, they must be returned to their original positions.
9. Renters are allowed to bring/provide food and beverages during the rental. No alcohol is permitted.
10. Renters shall keep the equipment clean and free from damage from food and drink.
11. Renters and attendees agree to not use other office work areas, staff computers, staff phones, or other areas of the building. Use is limited to the STAGE Conference Room and restrooms.
12. It is understood, the County is in no way responsible for any personal injuries, property damages, or other liabilities that may be incurred during the use of their facility. The renter agrees to release indemnity and hold the County, and its employees harmless of any such damages.

Authorized Signature

Date