

Marin Humane Facility Use Agreement



Marin Humane is conveniently located on 6.5 acres in Marin County. The sprawling grounds have an established landscape with parks, walking spaces, fountains, and ample free parking. Marin Humane is pleased to offer its Novato campus for limited community use. To ensure that your visit is successful and enjoyable please review the following policies and procedures.

To reserve a gathering place, please complete this Facility Use Agreement and return it to the Facilities Use Office via email to csrequests@marinhumane.org, or in person at 171 Bel Marin Keys Blvd. Novato, CA 94949. To check availability or for additional information, please call our Facilities Use Office at **415.506.6250**.

AVAILABLE FACILITIES AND EQUIPMENT

Auditorium (*capacity 133*)

Theater style cushioned seating with fold-away writing platforms, raised stage, integrated sound system, overhead projector, wireless and direct internet, and lectern.
\$350/day or \$60/hour for three or fewer hours.

Education Room (*capacity 60 w/o tables, 35 with tables*)

Open classroom with large display monitor, wireless and direct internet, phone connection, dry-erase white board, small sink and counter, pass through to kitchen, small patio. Facility use fee includes use of up to four 6' folding tables and 20 stackable chairs.

Not available during Summer Camp: June-August.

\$200/day or \$40/hour for three or fewer hours.

Conference Room

Conference table for 14, large display monitor, video conferencing, wireless and direct internet, phone connections, and buffet counter. Users may not bring animals into the Conference Room.
\$200/day or \$40/hour for three or fewer hours.

Pavilion (*capacity 250*)

100'x50' open building with rubber floor, heating and giant circulation fans, and large garage-style doors. Users may bring animals into the Pavilion. Facility fee includes use of six 6' folding tables, 20 stackable chairs, and 20 folding chairs. Available only on some holiday weekends.
\$350/day or \$60/hour for three or fewer hours.

Whittell Building Lobby (*usually only available after 5:30pm*)

25'x25' open area adjacent to Auditorium, Education Room, and Kitchen, with buffet counter. Available only when using other facilities on campus- please check with the Facilities Use Office for availability.

Whittell Building Kitchen

Residential style with stove, oven, microwave, counter space, two double sinks, and pass-through to Education Room. Users may not bring animals into the kitchen. Available only when using other facilities on campus for a \$75 fee.

Marin Humane Staff Host

Functions involving fifty or more guests may require attendance of a Marin Humane staff host to open and close facilities in use, monitor guest parking, and provide any necessary facilities support during User's event. Marin Humane Staff Hosts are not responsible for coordination with User's vendors or guests, but are here to ensure that our facilities are in order before, during, and after User's function.

\$60/hour during entire use period.

Additional equipment available for a flat daily fee (*fees listed at end of agreement*)

AV systems are included in some room rentals. Conference phone, large rolling dry-erase white board, easel and flip chart, cordless microphone, additional folding tables, additional chairs, umbrellas w/ stands, 10x10 shade canopy, ice chests, coffee makers, etc.

Meetings and events must be compatible with the mission of Marin Humane. We welcome events that are educational in nature or serve the community. Use for fundraising is limited to nonprofit and community service organizations.

USER RESPONSIBILITIES

User agrees to assume all risks for loss, damage, liability, injury, cost, or expense that may arise during or is caused by use or occupancy of the Marin Humane campus, facilities, and equipment. User further agrees that in consideration of facility use, s/he will save and hold Marin Humane, and its officials, employees, volunteers, and agents free and harmless from any loss, claim, liabilities, damages, and/ or injuries to persons and/ or property occurring during the User's use or occupancy of Marin Humane facilities and nearby areas. User also agrees to provide appropriate public liability insurance during the use adequate to protect against liability and damage claims, through public use of or arising out of accidents occurring in or around the facility for a minimum amount of \$1,000,000 combined single incident limit for bodily injury and property damage with Marin Humane named as additional insured. We require that the insurance company be rated by "Best's Guide" as an "A" rated insurance company.

User agrees not to feed, touch, handle, or otherwise disturb any animals on the campus.

Marin Humane is a **non-smoking campus**. Smoking is only permitted in the posted Designated Smoking Area behind the shelter along the west fence.

Marin Humane **does not permit alcohol** to be sold, provided, or consumed in connection with use of its facilities.

Parking is permitted in front of the shelter and in the lot across the bridge by the Dog Parks. For events of ten or more people held during hours in which the shelter is open to the public (Tuesday through Sunday between 10:00 am and 5:30 pm), guests must park in the lot across the bridge by the Dog Parks.

Accessibility

We strive to make our programs and services accessible to everyone. Please make any accessibility requests to the Facilities Use Office at 415.506.6250.

Food and Beverages

We welcome you to arrange for food and/or beverage service for your function. We do not, however, have refrigerator space to store food, so it is important to schedule your food drop-off time to coordinate with your service.

Animals on Campus

Most rentals are available for humans only. Please inquire if you intend to have pets at your event. All animals coming on to our campus must be attended and leashed, caged, or otherwise properly restrained at all times, and may **never be left in parked cars** in our lots. Animals are not allowed use of enclosed yards and/or rooms that are not reserved under this Agreement.

Please do not allow animals, particularly leashed dogs, to approach, greet, or otherwise interact with any dog that is not part of User's group. There are dogs at Marin Humane that are under our care or are visiting that may be aggressive, fearful, undergoing medical treatment, or otherwise inappropriate to interact with other animals.

Our main Shelter Building is a busy area with a high level of human and animal traffic. User may not bring animals into the main Shelter Building at any time, and must direct its guests to the facilities specified in this agreement to ensure that guest animals are not brought through the Shelter Building.

Users bringing animals must keep barking and other animal-related noise to a minimum to avoid disturbing Marin Humane activities. All animal waste must be picked up and placed in provided receptacles around the campus.

CHECK-IN AND CHECK-OUT PROCEDURES

User's representative will meet with the Facilities Use Office before User's function to review check-in procedures, facility use, and check-out procedures.

User, or User's representative as noted below, will be present during the entire period that the facility is used. Marin Humane will not accept delivery or oversee return of any catering, audio-visual, and/or other equipment for User's event. User must oversee delivery and return during the use period.

In addition to overseeing receipt and removal of all items used, User must ensure that:

- All trash, recycling, and compost are picked up and removed from the building to the dumpsters at the back of the complex. If an additional dumpster is required, User must arrange and pay for use.
- Any tables, chairs, audio-visual equipment, and other items provided by Marin Humane under this Agreement are clean, collapsed, stacked, and returned to their original location.
- Any kitchen items are clean and returned to their original location and the kitchen counters and floor are cleaned and swept.

If the event ends after Marin Humane business hours, User must close & lock all windows and doors in the used areas. User's representative must, if applicable, check out with the Marin Humane Staff Host assigned to the function. Decorations and signs are to be put up with tacks on cardboard or on easels only.

Marin Humane is not responsible for User's equipment or supplies left on its premises after User's event.

RESERVATIONS

All reservations for functions to be held at Marin Humane are made upon and subject to the rules and regulations of Marin Humane and the terms and conditions described in this Facility Use Agreement. It shall be the sole responsibility of the User to completely inform their agents, employees, members, vendors, contractors, and guests concerning their obligations under this Agreement. Any User causing a public nuisance may be required to leave the facility and have this Agreement terminated without notice. We reserve the right to refuse service. The User may have access to Marin Humane facilities, equipment, and staff only to the extent and for the duration specified in this Agreement.

Reservations are confirmed only upon receipt of:

- A completed Facility Use Agreement
- Approval of the Facilities Use Office, represented by its signature of this Agreement and return of a copy to User's representative
- If the total use fee is \$300 or over, payment of a \$100 Security Deposit plus 50% of use fee
- If User's total use fee is under \$300, payment of 50% of use fee
- Proof of public-liability insurance as described above

Recurring reservations may be made up to three dates at a time. Standard use fees apply to each date.

Any Security Deposit will be refunded within three weeks after the use, provided that no damage, misuse, or extraordinary cleaning costs are incurred.

In the event that the use extends beyond the hours specified under this Agreement or additional costs are incurred by Marin Humane as a result of the event, those costs will be deducted from User's Security Deposit if one was required under this Agreement. If none was required or the Security Deposit is insufficient to cover those costs, User will be billed for any unpaid additional costs.

FEE-PAYMENT AND CANCELLATION SCHEDULE

Fifty percent of User's total use fee, plus any applicable security deposit, is due to confirm reservation of our facilities. If User's total use fee is \$300 or more, the balance is due two weeks before the scheduled use. If User's total use fee is under \$300, the balance is due at the time of the use.

A cancellation may be made up to two weeks before the date of use for a full refund. Cancellations made within two weeks of the event are subject to a fee equivalent to 50% of the use fee.

If this Agreement concerns a recurring use, the aforementioned fee-payment schedule applies to reserve and finalize payment for each use.

Use-Fee Discounts *(only one discount may apply)*

10% Discount will apply for multiple facilities or consecutive days.

20% Discount will apply for 501(c)(3) non-profit organizations.

USER INFORMATION

Group Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Contact Person: _____ Title: _____

Email: _____

Phone: _____ Mobile Phone: _____

EVENT INFORMATION

Event name and description: _____

Day(s) and Date(s) requested: _____

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

Number of expected guests: _____

Functions involving fifty or more guests may require attendance of a Marin Humane Staff Host to open and close event facilities, monitor guest parking and provide any necessary facilities support during User's event.

If this is a recurring event, please describe: _____

(Please note that events may only be booked three at a time)

Will animals be present during the event? Yes No

If yes, please specify species and number: _____

Will food and/ or non-alcoholic beverages be served? Yes No

Alcohol may not be sold, provided, or consumed in connection with the use of Marin Humane facilities.

Will the event be limited to User-organization members? Yes No

Will an admission fee be charged? Yes No

If yes, please specify amount(s): _____

Public liability insurance policy carrier: _____

Policy number: _____

A copy of the policy must be provided upon signature of this Agreement.

Facility(ies) requested	Use Fee	Hours Needed	Cost
Auditorium	\$350/day or \$60/hr for <3 hrs	_____	_____
Education Room	\$200/day or \$40/hr for <3 hrs	_____	_____
Conference Room	\$200/day or \$40/hr for <3 hrs	_____	_____
Pavilion	\$350/day or \$60/hr for <3 hrs	_____	_____
Whittell Building Lobby Kitchen	\$75 fee with use of other facility	_____	_____
Staff Host	\$60/hr (events of 50+ people)	_____	_____

Additional equipment requested	Use Fee	# needed	Cost
Conference phone	\$40	_____	_____
Large rolling dry-erase white board	\$30	_____	_____
Easel and flip chart	\$20	_____	_____
Cordless microphone	\$50	_____	_____
Additional folding tables	\$10/ea	_____	_____
Additional chairs	\$5/ea	_____	_____
Free-standing shade umbrellas w/stands	\$45/ea	_____	_____
10x10 shade canopy	\$75/ea	_____	_____
Ice chests	\$20/ea	_____	_____
12 cup coffee maker	\$20/ea	_____	_____

Coffee and accessories are not included

TOTAL COST

Amount enclosed (including any applicable security deposit; see page 4):

After we have received this completed form and a copy of User’s public liability insurance policy, the Administrative Coordinator will contact you to confirm the availability of requested facilities and arrange for payment of use fees and confirmation of this Agreement

USER SIGNATURE

I agree for, and as a representative of the User to all policies, procedures, fees, and terms in this Facility Use Agreement.

User Representative Signature: _____

Print User Representative Name: _____

Marin Humane Facility Use Office Signature: _____

FOR MARIN HUMANE USE ONLY	
Total use fees: _____	Security deposit (if applicable): _____
Amount required to confirm reservation: _____	Date received: _____
Balance due: _____	Balance due date: _____
Date balance received: _____	