

**Women's Intercultural Center
Facility Usage Request/Rental Agreement**

Organization/Company/Individual: _____

Event/Meeting Title: _____

Room Requested:

- | | |
|--|---|
| <input type="checkbox"/> Gallery (80 to 100 people) | <input type="checkbox"/> ESL Rm (10-20 people) |
| <input type="checkbox"/> Healing Arts Rm (10 people) | <input type="checkbox"/> Sewing/Art Rm (20-30 people) |
| <input type="checkbox"/> Original Center – Overnight stays for up to 15 people | |

Date(s): _____

Time Required Before Event: _____ Event Start Time: _____

Time Required After Event: _____ Event End Time: _____

Number Attending: Adults _____ Youth (ages 12-18) _____ Children (12 & under) _____

Charges will be assessed for services according to rates set by the Women's Intercultural Center.
Rate Category:

- | | | |
|--|---|---|
| <input type="checkbox"/> College/University | <input type="checkbox"/> Church/Religious | <input type="checkbox"/> For-Profit |
| <input type="checkbox"/> Governmental Entity | <input type="checkbox"/> ISD/School | <input type="checkbox"/> Participant/Instructor/Volunteer |
| <input type="checkbox"/> Nonprofit | <input type="checkbox"/> Other _____ | |

Requirements to secure the Nonprofit/Participant/Instructor/Donor Rate

1. Must be a certified 501(c)3 Nonprofit, registered Center Participant, Instructor, or Volunteer.
2. A minimum **Financial Donation of \$150.00**
3. Commit to engage your participants in an action listed under "Simple Ways to Help WInC" prior to ending the event/meeting. (Select one of the actions listed under "*Simple Ways to Help WInC*" which can be downloaded from our website at www.womensinterculturalcenter.org then click on **Donate** to view the listing of "Simple Ways to Help WInC. Selected action: _____

This **Agreement** must be signed by an authorized User Representative in order to validate reservations. BY COMPLETING AND SIGNING THIS **AGREEMENT**, THE USER ACKNOWLEDGES RECEIPT OF A COPY OF THE POLICIES AND PROCEDURES CONCERNING USE OF FACILITIES AND AGREES TO BE BOUND BY AND ADHERE TO THESE POLICIES AND PROCEDURES. THIS CONTRACT MUST BE RETURNED SIX (6) WEEKS PRIOR TO THE DATE OF THE EVENT UNLESS ARRANGEMENTS HAVE BEEN MADE AND APPROVED BY THE WOMEN'S INTERCULTURAL CENTER. NO PUBLICITY CAN BE DISTRIBUTED PRIOR TO THIS SIGNED CONTRACT BEING RETURNED TO THE WOMEN'S INTERCULTURAL CENTER.

BILLING INFORMATION:

Organization/Company/Individual: _____

Primary Event/Meeting Coordinator: _____

Billing Address: _____

E-mail: _____ Mobile: _____ Fax: _____

Payment is due a day before the rental.

RENTAL/SPECIAL SERVICES: Contact us at 575-882-5556 or via email at wintctr@qwestoffice.net to ensure the success of your event, please complete this form to the fullest extent possible. Please provide an outline of the event with this contract or at the **rental** meeting. If additions, deletions, or changes become necessary, please immediately contact us to convey your adjustments.

Does your event require catering services?
 YES NO

Are you charging a fee for your event?
 YES NO

Is your event open to the public?
 YES NO

Would you like your event to be listed on our website and social media networks?
 YES NO If yes, please e-mail flyer or images (jpg file/pdf file) and a brief description of your event/meeting to wintctr@qwestoffice.net.

MANAGEMENT: Staff support is included in the rental fees; however, nonprofits, participants, instructors and volunteers using a lower fee scale are required to set up and clean up for their event. Users may provide volunteers to assist them.

Will you have any special seating requirements? YES NO # of seats _____
Will you be providing a program/agenda? YES NO

Will merchandise be sold at your event? YES NO # of Tables requested: _____
If copies are required, there will be a fee of 10 cents per copy.

EQUIPMENT NEEDS

Chairs Tables Equipment (in-focus projector, microphone, etc.) Podium

Other _____

Please Note: Table Cloths and Chair Covers are available for a fee of \$1 each.

FOOD AND BEVERAGES: If food or beverages are to be served at an event, all arrangements must be approved by the Women’s Intercultural Center in advance. The Licensee is solely responsible for compliance with all Center regulations regarding outside catering. The Licensee is responsible for staffing and cleaning and removal of all food, beverages, supplies and equipment not owned by the Center. The use of any flame is prohibited except for sterno food warming candles which are to remain under supervision. Alcoholic beverages are permitted only with prior approval and with indemnification coverage and liability insurance coverage. Please note: The kitchen is only for Center usage.

CATERING SERVICES: Catering services for the Women’s Intercultural Center are provided by Omar Burciaga. All catering arrangements must be made with Omar Burciaga directly at oburciaga@yahoo.com, 915-873-2858.

SET UP ARRANGMENTS

Drawing of Set Up (If applicable)

Authorized User Representative Signature

Executive Director Signature

Date _____

Date _____

For Official Use Only:

Rental fee: _____ Deposit: _____ Collected: _____

Facility Usage Approved By: _____ Date: _____

Contact for WInC: _____

Staff Covering Facility Usage: _____

Women's Intercultural Center Facility Usage, Rental & Catering Policies

Rental Availability:

- The Center's facilities are available for rent 6 days a week depending on class schedules, Border Awareness Experiences, other programs and staff capacity.
- Rental hours: 8:30 AM to 10:00 PM, exceptions will only be made if staff capacity allows. *Please note that the Center's hours of operation are Monday – Thursday 8:30 AM – 7:30 PM. Friday 8:30 AM – 3 PM.*

Rental Rates:

- Gallery - \$100/hour
- Other rooms \$75/hour
- Free usage of the facility for up to 4 hours if catering has been arranged with our suggested vendor
- Nonprofit, Participant, Instructor & Volunteer Rate is \$150 donation and the commitment of the of the event organizer(s) to engage their attendees in one of the actions listed under "Simple Ways to Help WInC" which can be downloaded from our website at www.womensinterculturalcenter.org, just click on the DONATE tab.

Deposit Requirement:

- Deposit: \$75.00 - \$50.00 is Refundable \$25.00 is Non refundable.

Payment:

- Payment is due on the day before of the event, NO EXCEPTIONS.

Set-Up Policies:

- 1) **For rental of the facility**, the renter should finalize all details including providing the number of persons attending, determining room set up (tables and chairs), and other related items two weeks (10 working days) prior to the rental date. Any set-up or decorations done by the renter should be scheduled at this time or at the time of the request. Set-up time is allowed 1 hour prior to event (only when catering is being provided by our suggested vendor) 30 minutes prior to event if not using our catering services.
- 2) **Food and Beverage**, all arrangements must be approved by the Women's Intercultural Center in advance. The Licensee is solely responsible for compliance with all Center regulations regarding outside catering. The Licensee is responsible for staffing and cleaning and removal of all food, beverages, supplies and equipment not owned by the Center. The use of any flame is prohibited except for sterno food warming candles which are to remain under supervision. Please note: The Center's kitchen is only for personal usage and therefore, it is not available to the public.

- 3) **For catering services**, all arrangements and payments must be made with Omar Burciaga at oburciaga@yahoo.com or 915-886-3663.
- 4) **Clean up:** After the event, a member of the staff will inspect the facility and verify that all items are intact and clean. Once verified the renter will be contacted and mailed a refund of the deposit (if applicable) or told the damage or problems. If the cost of the repair or replacement exceeds the deposit, then the Renter is responsible for the difference of that cost.
- 5) **Alcohol:** Alcoholic beverages are permitted only with prior approval and with indemnification coverage and liability insurance coverage. If alcohol is being served security has to be present throughout the event cost for security is \$20.00 per hour.
 - a) Alcohol should be limited to beer, wine, and champagne packaged in bottles or cans. Hard liquor and beer kegs are not allowed. Alcohol must be served in the area designated by the Center staff.
 - b) A permitted alcohol server, at least 21 years of age, is required for all events involving alcohol. Renter is responsible for hiring the permitted alcohol server for the event and ensuring that driver's license verifying the age is shown to the staff on site the day of the event. All alcohol is to be served by the permitted alcohol server. NO self-serve of any type is allowed during a private rental. Personal use of privately provided alcohol, including flasks, is not allowed.
 - c) Renter is responsible for the conduct and behavior of drinking guests. Underage drinking (under 21 years of age) is strictly prohibited.
 - d) Alcohol service must stop a minimum of one (1) hour prior to the designated end time of your event as specified on the Rental Confirmation.
 - e) Serving alcohol without proper approval and/or in violation of any of the above may result in immediate shutdown of the event, forfeiture of deposit, and/or additional fees.
- 6) **Smoking Area:** Smoking is not permitted in the any of the buildings at any time. A violation of this policy will incur a fee to be taken from the security deposit.
- 7) **Children:** At all times, adults must supervise children. Please do not allow children to run in the facilities or on the patio.

Approved by the Board of Directors 9/7/10