

The Lighthouse for Children (LFC) is a community space where young children and their families are supported and prioritized so they can reach their full potential. Meeting and conference rooms are available for community groups who share a similar vision as LFC. Permission to use meeting and conference rooms does not constitute LFC endorsement of the program or point of view expressed. Commercial use of LFC meeting and conference rooms are generally not permitted. However, a commercial entity or professional practitioner may use a meeting room to provide an educational program open to the general public related to his or her field of expertise in benefit of the public with the approval from LFC.

Policy of Use

Use Priority

The priorities for reserving and using meeting and conference rooms are given in the following order:

1. Lighthouse for Children Tenants
2. Community Learning Center (CLC) Programs and Activities
3. All other groups (general public); available on a first come, first – served basis.

Facility Amenities

- Meeting and conference rooms are available for use Monday through Friday between the hours of 8:00 a.m. – 7:00 p.m. (including prep time and clean up). Please note use of the facility outside normal business hours must be requested in advance and is not guaranteed. The facility is not available weekends or holidays.
- Food and beverages are allowed in the meeting and conference rooms. The LFC does not provide any food and beverage service. Community organizations may use the caterer of their choice and must be responsible for their own clean-up.
- No candles or flames of any kind may be used within the LFC meeting and conference rooms.
- Pets are not allowed inside the facility at any time, except service animals that are specifically trained to aid a disabled person.
- LFC will provide basic room set up a 48-hour notice is required if changes are needed to the set-up, otherwise, the reserving agency/group is responsible for rearranging set up.
- Wireless internet is available in the facility.
- LFC is unable to provide spare laptops and/or converters. Not all LFC rooms are equipped with a projector. A VGA cable is provided in rooms equipped with a projector to connect to a personal laptop. All other connections must be brought in by the reserving agency/group.

Room Reservation

- Reservations of meeting and conference rooms must be made no more than 60 days in advance and no less than two weeks prior to event.
- LFC reserve the right to reassign your group to a different conference room.
- The LFC meeting and conference space is available at an hourly rate varying by the space reserved.
- If cleaning service beyond normal vacuuming and trash removal is required, clean – up will be billed to the reserving party accordingly.

- LFC parking lot is reserved for families accessing services at the LFC. All parking costs associated with event attendees are the responsibility of the party that is reserving the room.
- Each group is responsible for ensuring that attendance does not exceed the maximum occupancy of the meeting room as set by the Fire Marshall.
- The Facility Room Request Form and Liability Waiver must be completed before the reservation process begins. The Facility Room Request Form is included below.
- A confirmation of the reservation request will be emailed to the applicant within 48 hours of submission.
- A 48-hour cancellation notice by either the group or the LFC is required in advance of the meeting date. Failure to notify LFC of a cancelled event may result in the party being billed for the reservations & restricted future privileges. Likewise, all changes to reservations must be requested no later than 48 hours before the event. Requested changes will only be accepted from the "Contact Person" listed on the Reservation Form. Changes received within 48 hours of the event will be accommodated to the extent possible.

Property Disclaimer

- Damages of LFC property by reserving agency/group or attendees will result in the reserving agency/group being held liable for costs incurred in connection with such damage. The reserving party may possibly result in loss of privileges of using LFC meeting rooms in the future.
- LFC is not responsible for lost or stolen items on premises.

Substance-Free Environment

- The possession and use of alcohol, illegal drugs, and the use of vape, tobacco, and e-cigarettes or like products are prohibited on and in LFC property.
- Attendees desiring to smoke will be directed to do so off the LFC premises, and at least 25 feet away from any entry way.

All groups, entities or individuals using the Lighthouse for Children meeting and conference rooms must comply with these rules and all federal, state and local laws. Failure to follow these guidelines may result in additional charges and the loss of future reservation and use privileges.

Facility Room Request

2405 Tulare Street, Fresno, CA 93721

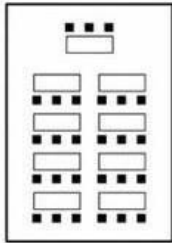
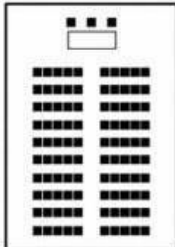
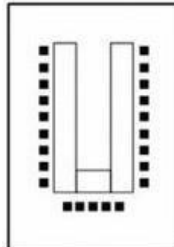
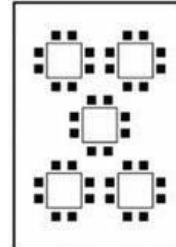
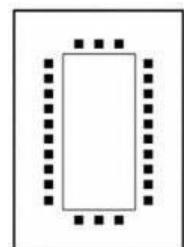
- | | |
|---|---|
| <input type="checkbox"/> Community Learning Center
Submit this form to:
clc@first5fresno.org
For questions call (559) 558-4949 | <input type="checkbox"/> 3 rd Floor meeting space
Submit this form to:
cparedes@first5fresno.org
For questions call (559) 558-4900 |
|---|---|

This form must be completed no more than 60 days & no less than 2 weeks prior to your event to begin reservation process

Event Information

Name of Event:		<input type="checkbox"/> Series From ___/___/___ to ___/___/___ <i>Please provide a schedule</i>	
Date of event:	Start Time: End Time:	No. of Attendees:	
Community Learning Center: Special Request(s) (Subject to availability) <i>Upon availability</i>			
<input type="checkbox"/> Enrich Child Care (for children ages 0 to 5 only)		<input type="checkbox"/> Catering Company:	
No. of Children:	Age Range:	Arrival time: Pick-up time:	Phone #:
<input type="checkbox"/> Projector		<i>Please note catering service must be picked up by the end of your event. No exceptions.</i>	
Agency/Group Information			
Group/Organization Name:		<input type="checkbox"/> Current CLC Partner <input type="checkbox"/> LFC Tenant <input type="checkbox"/> F5FC Current Funded Partner <input type="checkbox"/> General Community	
Contact Person:	Phone #:	E-mail:	
<i>Please note: Tenants can use up to 20 hours free of charge combined LFC meeting space per month. Current F5FC funded partners can use meeting space for a discounted hourly rate. Any other community entity/organization whose goals and objectives link to First 5 Fresno County's current Strategic Plan may use the space at the General Community hourly rate. Please see fee schedule below</i>			

Table Layout

 Classroom

 Theatre

 U-Shape

 Banquet

 Boardroom


Billing Information

Agency Name:		
Contact Person:		
Mailing Address:		
City:	State:	Zip:
Phone:	E-mail Address:	

Statement of Information

The undersigned, acting as an authorized agent of _____ states that the organization will be responsible for use fee (if any) and any damage sustained to the premises, furniture, or equipment because of our occupancy of said premises. The organization agrees to abide by and enforce the rules, regulations and policies of First 5 Fresno County governing the use of the premises. The undersigned further states that, to the best of his/her knowledge, the property for use of which application is hereby made will not knowingly be used for the commission of any illegal act or crime. **A 48-hour notice of cancellation of your event is required to avoid room charges. Rooms are subject to change with prior notice. All changes to reservations must be requested no later than 48 hours before the event. Requested changes will only be accepted from the "Contact Person" listed on the Reservation Form. Changes received within 48 hours of the event will be accommodated to the extent possible.**

Signature: _____

Date: _____

*Invoice will be mailed at the end of each month.
 Please make checks payable to: Children and Families Commission of Fresno County.*

**GENERAL RELEASE, WAIVER OF
LIABILITY AND INDEMNITY AGREEMENT**

In consideration for CHILDREN & FAMILIES COMMISSION, FIRST 5 FRESNO COUNTY and LIGHTHOUSE FOR CHILDREN, INC. (collectively, the "Agencies") offering

_____, **[an individual/a California corporation/a California LLC/etc.]** (the "Participant") the opportunity to participate in the Activity (as defined below), and to engage in any and all activities related to the Activity, the Participant for him or herself and/or his or her personal representatives, assigns, or any of them:

1. Hereby releases, waives, discharges and covenants not to seek a claim against the Agencies, and their successors, assigns and agents (collectively referred to herein as "Releasees") from all liability to the Participant, his or her personal representatives, assigns, heirs and next of kin for all losses or damage and any claim or demands therefore, on account of injury to the person or property or resulting in death of the Participant, whether caused by the negligence of Releasees or otherwise while the Participant is participating in the Activity.

2. Hereby agrees to indemnify, defend, save, and hold harmless the Releasees and each of them from any and all losses, liabilities, damages, costs, actions, claims or demands of any kind and nature whatsoever, which may arise out of or in connection with the Participant's participation in the Activity, whether caused by the Releasees or otherwise.

In consideration of the foregoing, the Participant is permitted by the Agencies to use the community center located at 2405 Tulare Street, Fresno, California 93721 (the "Community Center") on _____ **[date]** for _____ **[purposes]** (the "Activity"). Participant's use of Community Center may be revoked at any time and for any reason by the Agencies, either individually or collectively. Nothing in this Agreement shall be construed to limit or restrict the Agencies' ability to revoke Participant's use of the Community Center.

The Participant hereby voluntarily assumes all risk of loss, damage, injury, or death that may be sustained by the Participant while participating in the Activity.

The Participant expressly agrees that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion therefore is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

THE PARTICIPANT HAS CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTANDS ITS CONTENTS. THE PARTICIPANT IS AWARE THAT THIS IS A RELEASE OF LIABILITY AGAINST THE RELEASEES AND SIGNS IT OF HIS OR HER OWN FREE WILL.

Signature

Dated: _____

Printed Name, Title

Agency Name (if applicable)



Facility Room Use Fee Schedule

Meeting and conference space at Lighthouse for Children is available at an hourly rate varying by room. Priority for facility room use follows the following order:

1. Lighthouse for Children Tenants
2. Community Learning Center (CLC) Programs and Activities
3. First 5 Fresno County current funded partners
4. Other Community Groups

Lighthouse for Children (LFC) tenants receive 20 complimentary hours of room usage/access each month. Additional hours will be charged the F5FC funded partners hourly rate.

Community Learning Center (CLC) partners may use the available CLC meeting space as specified in their Partnership Agreement and scope of work.

First 5 Fresno County (F5FC) current funded partners may book rooms at a discounted hourly rate.

Other community groups whose goals and objectives align with F5FC current Strategic Plan and serve the needs of children ages 0 to 5 and their families are welcome to book meeting space.

Please note, room reservations are on a first come first-served basis (no more than 60 days and no less than two weeks prior to event).

Room	SQ/FT	Capacity	Hourly Rate		
			CLC Partner	F5FC Funded Partner	Other Community Groups
237	295	20	Refer to Partnership Agreement & SOW	\$8	\$12
238	340	30		\$16	\$24
Both 237 & 238	635	50		\$16	\$24
239	485	35	Refer to Partnership Agreement & SOW	\$8	\$12
241	310	30		\$8	\$12
Both 239 & 241	795	65		\$16	\$24
301	270	12	\$7	\$10	\$7
300	1,360	90	\$26	\$26	\$39
303	1,236	90	\$26	\$26	\$39