

## **Policy of Use**

*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's 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.*

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

1. LFC Tenants
2. Community Learning Center (CLC) Program Activities
3. Current First 5 Fresno County Funded Partners
4. All other groups (general public); available on a first-come, first-served basis.

### Facility Amenities

- Meeting and conference rooms are available Monday through Friday between the hours of 8:00 a.m. and 7:00 p.m., this includes time for set-up and clean up. The facility must be vacated by 7:00 p.m. The facility is not available on weekends or holidays.
- Use of the facility outside normal business hours must be requested in advance and is not guaranteed. If approved, it will result in additional costs incurred by the requesting agency.
- Food and beverages are allowed in the meeting and conference rooms. Requesting agencies may use catering services of their choice. Catering containers cannot stay overnight. Requesting agencies are responsible for their own clean-up, including but not limited to taking catering containers with them at the end of their event. We do not provide any food or beverage service.
- Basic room set-up will be provided. A 48-hour notice is required if changes are needed to the set-up, otherwise, the requesting agency is responsible for the rearrangement at their own risk.
- Wireless internet is available within the facility.
- A VGA/HDMI cable to connect a personal laptop to the AV equipment is available upon request. All other equipment such as laptops, converters and/or cables must be brought in by the requesting agency/group.

### Room Reservation Rules and Regulations

- No candles or flames of any kind may be used within and/or around the facility.
- Pets are not allowed inside the facility, except trained service animals that are specifically trained to aid a disabled person.
- Reservations must be made no more than 60 days in advance and no less than two weeks prior to the event via the Room Reservation Form. The Statement of Information and the General Release, Waiver of Liability, and Indemnity Agreement must be signed and returned with the Form for the Reservation to be considered.
- The LFC reserves the right to reassign meeting and conference rooms for equally equipped rooms.
- Meeting and conference rooms are available at an hourly rate varying by the space reserved.

- If cleaning service beyond normal vacuuming and trash removal is required, a cleaning fee will be billed to the requesting agency.
- Refer to the Facility Room Use Fee Schedule for current hourly rates for room use.
- The LFC parking lot is reserved for families accessing services within the facility. All event attendees should be directed to nearby metered parking and parking garages. Unauthorized vehicles will be cited.
- The LFC does not provide parking validation. All parking costs associated with the event are the responsibility of the meeting attendees and/or the requesting agency.
- The requesting agency is responsible for ensuring that event attendance does not exceed the maximum occupancy of the meeting room as set by the Fire Marshall.
- The requesting agency is responsible for ensuring that all event attendees follow the LFC COVID-19 Guidelines, including but not limited to ensuring everyone wears a face covering at all times, practices social distancing, and follows the reduced capacity occupancy limits.
- A 48-hour written cancellation notice of your event is required to avoid room charges.

### Property Disclaimer

- The requesting agency will be held responsible for all damage, loss, or destruction to the LFC, its property, or equipment and the requesting agency may lose room reservation privileges.
- The LFC is not responsible for lost or stolen items on premises.
- The LFC is not responsible for injury of the requesting agency or its event attendees resulting from the re-arrangement, movement, or use of tables, equipment, furniture, etc.

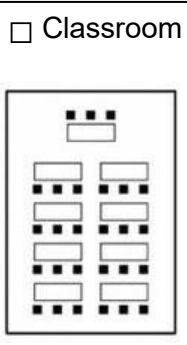
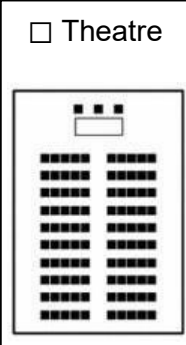
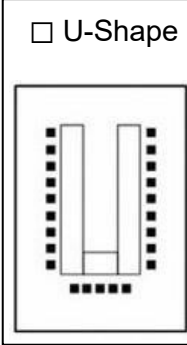
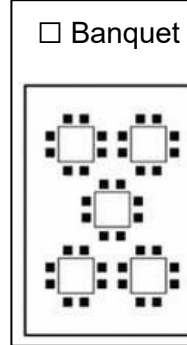
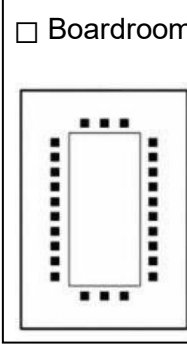
### Substance Free Environment

- The possession and use of alcohol, illegal drugs, and the use of vape, tobacco, and e-cigarettes or like products are prohibited on and within the LFC property.
- No smoking is allowed within 25 feet of the LFC property.

*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 reservations and space use privileges.*

**Room Reservation Form**

To begin the reservation process, please complete and submit the Room Reservation Form and General Release, Waiver of Liability, and Indemnity Agreement to [first5conferenceroom@first5fresno.org](mailto:first5conferenceroom@first5fresno.org). You will receive an email confirmation within three (3) business days. For more information or questions, please call 559-558-4926.

Event Information				
Date of Event:	Is this an event series? <input type="checkbox"/> Yes <input type="checkbox"/> No If you selected yes, please attach a schedule.			
Start Time of Set-up:	Actual Event Start Time:			
End Time of Clean Up:	Actual Event End Time:			
Name of Event:	No. of Attendees:			
Will you have a catering company? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Arrival Time:				
Pick-up Time:				
Do you need a projector? Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you need a VGA cable? Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you need a HDMI cable? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Requesting Agency Information				
Agency Name:	<input type="checkbox"/> CLC Partner <input type="checkbox"/> LFC Tenant <input type="checkbox"/> F5FC Funded Partner <input type="checkbox"/> Other			
Contact Person:	Phone #	E-mail:		
Table Layout Style				
<input type="checkbox"/> Classroom 	<input type="checkbox"/> Theatre 	<input type="checkbox"/> U-Shape 	<input type="checkbox"/> Banquet 	<input type="checkbox"/> Boardroom 
<p>Requesting agencies are responsible for the set-up of any other alternate table layout style besides the options listed above. Based on availability, additional tables and chairs can be provided to the requesting agency upon request to make more specific changes to their room set-up. However, cannot be guaranteed.</p>				
Billing Information				
Agency Name:				
Mailing Address:				
Billing Contact Person:	Billing Contact Email:			
City:	State:	Zip Code:		

**Statement of Information**

The undersigned, acting as an authorized agent of \_\_\_\_\_ states that the organization will be responsible for use fee (if any) and damage sustained to the premises, furniture, or equipment because of our occupant 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: \_\_\_\_\_

***Invoices will be emailed to the contact person after event date.  
Please make checks payable to: Children & Families Commission of Fresno County***

**General Release, Waiver of Liability, and Indemnity Agreement**

In consideration of 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, save, and hold harmless the Releases and each of them from any and all losses, liabilities, damages, costs, actions, claims or demands of any kind and nature whatsoever, which may rise 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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name, Title

\_\_\_\_\_  
Agency Name (if applicable)



# Facility Room Use Guidelines

2405 Tulare Street, Fresno, CA 93721

## Facility Room Use Fee Schedule

Meeting and conference space at the Lighthouse for Children is available at an hourly rate varying by room.

**Community Learning Center (CLC) Partners** may use the available CLC meeting space as specified in their Partnership Agreement.

**Current First 5 Fresno County (F5FC) Funded Partners** may book rooms at a discounted hourly rate.

**Lighthouse for Children (LFC) tenants** receive 20 complimentary hours of room usage access each month. Additional hours will be charged the F5FC Funded Partner 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.

Room	SQ/FT	Capacity	Hourly Rate by Partner Type		
			CLC	F5FC/LFC	Other
237	295	5	<i>Refer to Partnership Agreement</i>	\$8	\$12
238	340	5		\$8	\$12
239	485	7		\$8	\$12
241	310	5		\$8	\$12
300	1,360	20	\$26	\$26	\$39
301	270	3	\$7	\$7	\$10
303	1,236	20	\$26	\$26	\$39

\*Capacity may vary based on room layout and is adjusted due to the LFC COVID-19 guidelines.