



First 5 FRC Facility Use Guidelines

1. Reservations Policies & Procedures

Organizations interested in using the First 5 FRC should contact Olga Saucedo-Garcia, FRC Facility Manager, at (559) 661-5155 ext. 4005. Reservations must be made at least three weeks in advance of the scheduled event. The Rooms available for use in the First 5 FRC are as follows:

North Training Room
South Training Room
North & South Training Room
Conference Room
Children's Room
Parents' Resource/Library

Request for room reservations should be made in writing via the First 5 FRC **Facility Reservation Form**. Reservation cancellations should be made at least forty-eight (48) hours prior to the event. Before reservations are accepted, the reserving party must submit a **Facility Reservation Form** and sign the **FRC Facility Use Guideline sheet** and fax/mail/email to:

First 5 FRC
525 E. Yosemite Ave.
Madera, CA 93638
(559) 661-5155 or fax (559) 675-4950
Attn: Olga Saucedo-Garcia, FRC Facility Manager
osaucedo@first5madera.org

The First 5 FRC facility is normally open from 8:00 a.m. until 5:00 p.m., Monday through Friday. If event takes place outside normal operating hours, a FRC Staff member will be available for opening and closing your event.

2. General Policies

- a. First 5 FRC has the right to deny use of the facility based on the individual circumstances of a request and the right to move the event to another room if deemed necessary or appropriate by the FRC Facility Manager.
- b. Smoking is not allowed at the First 5 FRC.
- c. All food, beverages and supplies are the responsibility of the USER. Alcohol may not be served at any time.
- d. The USER assumes responsibility for any damages or loss to the premises, equipment, or furniture therein and agrees to pay for all repair or replacement costs and expenses.

- e. Replacements of any displaced First 5 FRC property, clean-up, and trash removal should occur immediately after the scheduled event. Trash should be placed in the dumpster, located at the west side of the parking lot.
- f. USER will designate a contact person or representative to act as a liaison with the FRC Staff for planning the event. This person is also responsible for supervising the planned event and ensuring proper use of the building and clean-up.
- g. USER agrees to indemnify and hold harmless the First 5 Madera County, First 5 FRC and Madera County Children and Families Commission, their officers, and employees from any and all claims arising out of the use of the First 5 FRC Facility. However, First 5 Madera County does not agree to indemnify or hold harmless anyone associated with the scheduled event.

Name of Organization: _____

Date: _____

Contact Name: _____

Contact Signature: _____

_____ Approved	_____ Not Approved	(For office use only)
Signature: _____		Date: _____