



First 5 Family Resource Center
525 E. Yosemite Avenue
Madera, CA 93638
Ph: 559-661-5155 Fx:559-675-4950

COMMUNITY USE GUIDELINES

Guidelines:

1. Make reservations three (3) weeks in advance of date of event. *All weekend and evening requests require a one (1) month advance request.*
2. Denial of use of space is non refutable and non-negotiable.
3. Use approval is determined by match to Commission goals.
4. Scheduled event will be accommodated on a “first-come-first-serve” basis.
5. FRC staff reserve the right to make appropriate facility accommodations for community use.
6. **Facility Reservation Form must be submitted in writing, by fax, mail or Email to:**

**First 5 Family Resource Center, 525 E. Yosemite Avenue, Madera, CA 93638
(559)661-5155 or fax (559)675-4950. Approval Confirmation will follow.**

Rooms:

- North Training Room: Occupancy up to 49; Projector, Screen, TV/VCR
- South Training Room: Occupancy up to 35; Projector, Screen, TV/VCR
- North and South Combined: Occupancy up to 98
- Conference Room: Occupancy 12; conference table and chairs, Screen, TV/VCR
- Children’s Room: Occupancy 10; Conducive for 0-5 age children, books/toys, sink

Cancellation Guideline: As a courtesy, please make all cancellations as soon as possible, with at least forty eight (48) hours prior to event date/time whenever possible.

Hours: First 5 Family Resource Center is open 8:00AM to 5:00PM, Monday thru Friday. Staff will be available to accommodate additional hours to support your event.

Smoking is Prohibited: Smoking is prohibited in the building, and in the parking lot.

Food: All refreshments/supplies are the responsibility of the USER. Alcohol may not be served at any time.

Partnership: This facility belongs to you, the community.

USER Initial

_____ The Organization will designate a representative acting as liaison that will act as the USER and is responsible for event planning, event supervision, will ensure proper use of building/equipment and clean up.

_____ The USER assumes responsibility for any damage or loss to the premises, equipment, or furniture therein and agrees to pay for all repairs or replacement costs and expenses and will replace any displaced First 5 FRC property.

_____ The USER will clean up immediately following the event including wipe down spills on tables, counters, floors. The USER will pick up trash bags from waste baskets and walk to outdoor dumpster at the west side of the parking lot.

_____ The USER will set-up table and chairs back to original set-up immediately following use of room.

_____ The USER agrees that the event will not be used to sell food, beverage or products.

_____ The USER agrees to indemnify and hold harmless the First 5 Madera County Commission, First 5 FRC, Madera County Children and Families Commission and its 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.

_____ The USER agrees not to involve more than 50 people and does not require a Special Events Coverage.

Contact Name: _____ Date: _____
Signature

User Name: _____ Date: _____
Signature