

Disability Rights & Resources

Guidelines for Rental of Common Areas

Disability Rights & Resources require compliance with the following guidelines and reserves the right to refuse use of the Disability Rights & Resources facilities to any group/organization.

1. Community room and board room are available for use by non-profit, civic, cultural, educational groups, businesses, associations, and/or organizations.
2. Use of the kitchen and/or quiet room requires prior approval from Disability Rights & Resources.
3. Organizations renting the Disability Rights & Resources facilities are prohibited from entering the staff office area and Technology Room.
4. To insure availability, reservations should be made in advance.
5. Light refreshments and non-alcoholic drinks may be served. If so, all tables must be covered with plastic table covers. Use of kitchen requires prior approval.
6. The sale of alcoholic beverages is prohibited. Use of alcohol prohibited during Disability Rights and Resources business hours. Security must be present if alcohol is served. Security is to be selected by Disability Rights & Resources and paid by the organization sponsoring the event.
7. All equipment must be handled with extreme care, i.e. conference phone, projector, TV, tables, seating. Any damage to equipment, fixtures or furniture including carpet should be reported immediately to the receptionist and/or management. Sponsor organization or responsible adult (signed below) will pay for any damages. Disability Rights and Resources does not provide technical assistance on use of projector or other technology. It is highly recommended that groups provide their own technology and technical assistance.
8. Do not thumb tack or nail posters, pictures or other items to the walls or doors.
9. No children under the age of 18, are allowed in the building without adequate adult supervision. Please do not allow children to run or play in the Community Room, foyer, bathroom or parking area.
10. This facility is operated in accordance with the policy which does not permit discrimination because of race, color, sex, disability, age, sexual orientation, religion or national origin.
11. Disability Rights & Resources requests that any organization using the facility provide accommodations for their participants with disabilities.
12. Access to the building shall only be for times reserved.

13. A \$250 advance deposit will be required to reserve the community room or lobby. A portion of the deposit will be returned, based upon the cleaning costs and/or repairing damage. Disability Rights & Resources will provide cleaning instructions. A \$100 deposit will be required to rent the board room.
14. Payment will be made via check and/or credit card. See fee schedule on page 3.
15. Disability Rights and Resources is a fragrance free environment. Guests are asked to refrain from using fragranced or scented products in the building. Use of tobacco products and e-cigarettes inside the building or on the DRR property is prohibited

Fee Schedule*:

Circle one or more

Community Room

Full Day (weekday)	\$300.00
Half Day	\$200.00
Evenings and weekend days**	\$300.00

Board Room

Full Day (weekday)	\$150.00
Half Day	\$100.00

Lobby Area (evenings and weekends)** \$500.00

*Fees for the use of the facility during normal business hours may be adjusted for Disability Rights and Resources' partners, at the discretion of the Executive Director.

**Outside of normal business hours, organizations renting the facility are responsible for paying for security and/or Disability Rights and Resources' staff.

Name of Organization or Group: _____

Organizational Representative: _____

Representatives Telephone Number: _____ (work) _____ (cell)

Representative's E-mail address: _____

Reservation date and time(s): _____

Type of event: _____

Will alcohol be served: _____ Yes _____ No

Reservation confirmed by: _____

(Name and Title of Staff)

Cost (completed by staff): _____

Date reservation made: _____

Name of staff confirming reservation: _____

Date reservation confirmed: _____

Send completed request to: Heather Sims
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