



2011 WESTSIDE PAVILION COMMUNITY ROOM INFORMATION

Dear Prospective Community Room Tenant,

Thank you for your interest in renting one of the Westside Pavilion Community Rooms. Please read this application carefully, as there have been numerous changes put into affect beginning **January 1, 2011**.

Payments:

Checks and Money orders payments need to be in two separate checks; one for the rental fee and the other for the security deposit. The rates are for per daily use.

Non-Profit

\$50 for the first 4 hours \$20 for each additional hour.

{With a 501C3 tax form only}

\$100 refundable security deposit

Profit

\$100 for the first 4 hours \$20 each additional hour.

\$100 refundable security deposit

1 Checks should be made out to Westside Pavilion.

Any check(s) returned from the bank will accrue a \$50.00 fee for NSF charges.

Reservation Policy

To help us manage the numerous meeting requests for our community rooms all applications are on a first come first serve basis. All payments must be made at the time the application is turned in to hold the date in which you are requesting.

2 Reservations will no longer be taken over the phone or by mail.

3 Reservations are accepted up to 3 months in advance.

Cancellation Policy

For a full refund a cancellation notice must be given 2 weeks in advance of the reserved date.

All cancellations less then 2 weeks to the date of reservation will not be refunded.

Please note: Westside Neighborhood Council and the Westside Pavilion Management Office have priority and your meeting(s) are subjected to be **re-located and/or cancelled** at our discretion. You will be notified in advance of this change and a refund of your room fee will follow in approximately two (2) weeks.

COMMUNITY ROOM INFORMATION

Location: Community Room A is on level 3, of the main mall, east end, behind the food court.

Community Room B is on the level 3, adjacent portion of Westside Too at Landmark Theatres. (Signs are posted)

Capacity: Community Room A: 68 People
Community Room B: 94 People

Hours: **The Community Rooms are available during Westside Pavilion Mall hours only**

Monday – Friday	8:00 am – 9:00 pm
Saturday	10:00 am – 8:00 pm
Sunday	11:00 am – 6:00 pm

Set-up and break down may be allowed 30 minutes before opening and after closing of the mall.

Equipment: *Chairs and Tables are subject to change upon availability**

Care must be exercised in the use of all equipment, in the event of any missing or broken equipment; your organization will be fully liable to reimburse Westside Pavilion as follows:

- \$50 per chair
- \$100 per table

Sorry no audio or visual equipment is provided or available for use in the room. Also, no phone lines are available for on-line demonstrations.

Set Up & Breakdown:

All organizations are solely responsible for all set up and break down of equipment. Tables and chairs are located in the storage closet, in Community A and against the wall in Community Room B. All equipment must be broken down at the end of the meeting and returned to its original location. If equipment is not returned to its original storage location we reserve the right to keep your security deposit.

Food Policy: Any group bringing in food takes total responsibility for clean ups. Westside Pavilion reserves the right to keep your security deposit if the room is left in unsatisfactory condition.

Our food court is conveniently located just outside Community Room A.

We encourage you to purchase coffee, pastries, lunch, dinner, etc., from any one of our merchants for your meetings.

COMMUNITY ROOM RULES AND REGULATIONS

The following are the rules and regulations for the use of the Westside Pavilion Community Rooms. Please abide by the following. If you have any questions, please contact Hazel McCall.

1. Alcoholic beverages are not allowed on the premises.
2. The rooms must be left in a clean and orderly condition, and all rubbish and Debris must be disposed of properly.
3. Care must be exercised in the use of all equipment and upon vacating the Premises please be sure that all water faucets and other utilities are shut off safely.
4. Dogs, cats, and other pet animals, are ***strictly prohibited*** on the premises with the exception of ***service animals***.
5. Tape is not to be used on walls and furnishings. With regards to woodwork and walls, absolutely no stapling, nailing, boring, or screwing of items is permitted.

No signs, posters or flyers can be displayed outside of the Community Rooms without obtaining approval from Westside Pavilion Management. Please allow 48 hours for approval of any signs you wish to be displayed. Any sign, poster or flyer displayed with out the approval of the management office will be immediately removed and your security deposit may not be refunded.

6. Organizations shall not permit any person to enter the premises who is objectionable to the Westside Pavilion, nor shall any organizations permit activity on the premises which is deemed inappropriate by the Westside Pavilion Management.
7. Westside Pavilion's merchants are not to be solicited for "free Prizes" or donations.
8. Organizations agree to first solicit from and make good faith effort in dealing with the merchants of the center for the purchase of any food, beverages, or services, which may be needed in connection with a catered event at the Community Room.
9. It is required that you execute the attached form entitled NON-LIABILITY OF WESTSIDE PAVILION FOR DAMAGES: INDEMNITY.
10. All chairs and tables are to be returned to their prospective storing location upon vacating the premises. The room will be inspected before and after each group occupies the room.
11. Westside Pavilion is a smoke-free environment. Please refrain from smoking in the Community Rooms.
12. Should any damages to the structure or fixtures occur the organization will forfeit their security deposit and be required to submit another security deposit of ***\$250*** before entrance will be permitted for the next scheduled use of the rooms. The organization will be notified in writing within one week of said damages.
13. Organizations failing to abide by the Rules and Regulations of the Westside Pavilion Community Rooms will forfeit further use of the Community Rooms.
14. If you do not see your meeting name posted on the schedule in the display box outside of Community Room A that means your organization has not secured reservations for the room.

NOTE: IF PAYMENT IS NOT RECEIVED WITH THE APPLICATION, YOUR APPLICATION AND DATE(S) YOU ARE REQUESTING WILL BE DENIED.



2011 WESTSIDE PAVILION COMMUNITY ROOM APPLICATION

Today's Date: _____

Application is for: Single Weekly Meeting
 Monthly Meetings Other

1. Organization Name: _____

2. Address: _____

3. Contact Name: _____

4. Contact Telephone No. _____

5. Contact Fax No. _____

6. e-mail address (If Applicable): _____

7. Purpose of use: _____

8. Are you selling merchandise at your meeting or tickets to your meeting?
Yes _____ No _____

9. Number of guests expected: _____

10. Date(s) and Hour (s)

WESTSIDE PAVILION COMMUNITY ROOM RULES AND REGULATIONS

I, and the members of my organization, understand that the use of the Community Room(s) is subject to all the rules and regulations herein set forth. I agree, and the organization in which I am authorized to represent, agrees to be bound by all such rules and regulations and any and all other agreements contained herein.

Signed: _____

Date: _____

Title: _____

Organization:

Please sign and return the original copy to the Westside Pavilion Management Office and retain one copy for your files.

Thank you!

NON-LIABILITY OF WESTSIDE PAVILION FOR DAMAGES: INDEMNITY

Westside Pavilion is to be free from all liability for loss by reason of injury to persons or property therein or thereon, including any liability or injury to the person or property of associated organization.

The organization hereby covenants and agrees to, and shall indemnify the Westside Pavilion and save them harmless from any and all liability loss costs, or obligations on account of, or arising out of, any such injury or losses however occurring.

Therefore, I undersigned, have read and understand the above written paragraphs and represent that I am authorized to bind myself and organization, jointly and severally to the obligation stated herein.

DATE: _____

SIGNED: _____

TITLE: _____

ORGANIZATION: _____

Please sign and return the original copy to the Westside Pavilion Management Office and retain one copy for your files.

Thank you!

Revised 8/2010