



**Agreement for Users of  
EveryChild California  
Conference Room**

EveryChild California is a nonprofit organization that supports state funded early care and education programs and their leaders. Our office is located on the third floor of a Victorian style building in Old Sacramento, mere minutes from the Capitol. The Conference Room is available for use by organizations for business meetings, seminars, trainings and so forth.

**Eligibility**

The EveryChild California Conference Room is available for use by organizations. The space is not available for private, religious or family events. We request that all organizations holding events in the Conference Room to conform to all federal and state laws and common business standards.

EveryChild California reserves the right to deny use of the Conference Room to any organization or entity.

**Availability & Reservations**

Our Conference Room is available for reservation Monday through Friday during regular business hours: 8:30am – 5:00pm. EveryChild California is not open on weekends. Please contact us at (916) 443-5919 or via email [info@everychildca.org](mailto:info@everychildca.org) to make reservations.

**Costs & Fees**

The rental fees for the use of the Conference Room are as follows:

- \$150 for up to 5 hours
- \$250 for up to 8 hours
- \$150 security deposit

**Cancellations**

Organizations must notify EveryChild California about a cancellation 48 hours before the scheduled date of the event or they will lose their deposit.

**Food, Beverages & Alcohol**

Food and non-alcoholic beverages are allowed in the Conference Room. Catering may be arranged by the organization; We do have a list of preferred caterers if the organization is interested. EveryChild California has a kitchenette area with a full sized fridge that the renting party would have access to. If you would like to serve coffee, tea and/or water, you or the caterer must supply it.

**Room Set-Up**

The Conference Room comfortably fits up to 20 people in boardroom style. The Conference Room can be set up classroom style for 25 people. Please coordinate with EveryChild California in advance to ensure that the room is properly set up for your group. When reserving the conference room, please confirm room set-up as well as number of guests at least 2 business days in advance to allow for necessary preparations.

The Conference Room is located on the third story of a Victorian building and has huge windows that provide not only a beautiful view overlooking Old Sacramento but also bring natural light to the room.

**Audio/Visual Accommodations**

Please notify EveryChild California of any audio/visual needs in advance. The Conference Room is equipped with a 72” screen hooked up to a Mac computer with Office Suite that is available for use per request. If you would like to connect a laptop, flash drive or anything along those lines, please let EveryChild California know in advance. Since the our Conference Room is a relatively intimate environment, there is no need for microphones. There is a \$50 charge to utilize the A/V equipment.

**Equipment Rentals**

If you are interested in renting easel pads along with stands, copy machine or any other equipment, please contact EveryChild California as early as possible so we can have everything ready for your meeting.

**Parking**

Our staff and guests use the Old Sacramento Parking Garage on I and 2<sup>nd</sup> Street, a 3-minute walk from the EveryChild California office. An all-day parking pass costs \$13. Metered street parking is readily available in the area.

**Post-Meeting**

Following your meeting, you are responsible for ensuring that the room is left in an orderly condition. EveryChild California has janitorial crew come in on nightly basis; although the cleaning crew will take out the trash, we ask that you please leave the room as close as to the way you found it.

**Support Staff**

EveryChild California staff is available to provide walk-throughs of the Conference Room prior to the meeting. Our staff will also be able to provide technical assistance such as with the setup of AV equipment, presentations and so forth. Our staff is not available to assist users with business services such as photocopying, faxing and event registration.

**Accessibility**

Although EveryChild California Conference Room is on the third floor, there is an elevator and ramp and the restrooms are equipped with handrails.

**Liability and Indemnity**

EveryChild California is not responsible for accidents, injury, loss or damage to the private property of individuals or organizations. The Licensee assumes the risk of all damage, loss, cost, or expense that may arise in the performance of this Agreement. Licensee agrees to indemnify, defend and hold harmless EveryChild California, from and against any and all liability, damage, loss, cost, and expense which may accrue to or be sustained by the Indemnified Parties on account of any claim, suit, or action made or brought against the Indemnified Parties.

**EveryChild California Conference Room Reservation Agreement**

Please sign and return the original copy of this Agreement to [info@everychildca.org](mailto:info@everychildca.org) or at the address above. A copy of the Agreement will be signed by EveryChild California and returned to you. The Conference Room is not reserved for your event until this Agreement is fully executed, and a \$150 deposit is received. Cancellations of less than **48 hours notice** will forfeit the deposit. The balance due under this Agreement is due in full **14 days prior** to your event.

Licensee Name: \_\_\_\_\_

Licensee Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**EVENT INFORMATION**

Event Date: M T W Th F \_\_\_\_\_, 20 \_\_\_\_\_

Time of Event: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Type of Event:  Luncheon  Meeting/Conference  Other: \_\_\_\_\_  
\_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ First-time User? yes / no

Will you need AV equipment? yes / no Equipment Type: \_\_\_\_\_

Will you serve food? yes / no Caterer's Name: \_\_\_\_\_

Food Arrival Time: \_\_\_\_\_

Room Rental Rate:  \$150 up to 5 hours  \$250 up to 8 hours  \$150 security deposit

Equipment Rental Rate:  \$20 flipchart  \$50 TV Projector and Computer

TOTAL RENTAL COST: \_\_\_\_\_

**AUTHORIZATIONS**

**Licensee's signature and initials on each page indicate that Licensee has read and accepted all Terms and Conditions.**

\_\_\_\_\_  
**EveryChild California Representative**

\_\_\_\_\_  
**Licensee Organization Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

Licensee Initial: \_\_\_\_\_

*FOR EveryChild California USE: Deposit# \_\_\_\_\_ date \_\_\_\_\_ Final# \_\_\_\_\_ date \_\_\_\_\_*

Licensee Initial: \_\_\_\_\_