



SIERRA · 2 · CENTER
For the Arts & Community
2791 24th St, Sacramento, CA 95818
(916) 452-3005
SIERRA2.ORG

On-Going Monthly Rental Policies

Rental Fees:

- A \$100 refundable deposit and first month's rent are required to secure on-going reservations.
- A written 30 days cancellation notice is required for full deposit refund.
- For contract cancellations less than 30 days, the deposit will be applied to rent and outstanding balances must be paid for by renter.
- Renters are invoiced monthly. Rent is due the 1st of the month *whether or not an invoice is received*.
- A \$25 late fee will be added to the current month if rent is paid after the 5th.
- Renters cannot have a past due balance of *more than one month's rent*, or they lose access to their room until balance is paid in full.
- A written 30 days-notice is required for cancellations in order for rental fee to be waived, credited or refunded. Rentals can not be rescheduled. Cancellations made less than 30 days are not entitled to refunds, credit or rescheduling.
- Excessive requests for contract changes may result in additional administrative fees.
- Rooms must be vacated by departure time indicated on contract. Late departures will be assessed \$20 for each additional 15 minutes, which will be added to the monthly rental invoice.
- Rental fees include tables and chairs and their set-up by Sierra 2 staff.
- No early arrivals prior to rental time unless arranged and paid for in advance.
- Should a payment be returned for insufficient funds, renter is required to pay the bank fee and balance due with cash or cashier's check.

Rental Rules:

Sierra 2 Facility Monitors are always on duty during operating hours. Rooms are unlocked according to scheduled booking times. Monitors carry a cell phone and signs are posted in the rooms and hallways with their number. *Report any rental needs, concerns or safety issues immediately to Monitor*. The Monitor has the authorization to stop or modify rental events if they deem it necessary.

- Set-up/clean-up times and arrivals/departure times must be included in rental hours.
- No smoking, hard liquor, drugs, excessive noise or unruly behavior allowed.
- Loitering in the parking lot or other areas of the building or streets is strictly prohibited.
- The use of flower petals, rice, glitter or confetti is strictly prohibited. Smoke, fog, confetti machines and open flames are strictly prohibited. Use of these materials will result in forfeiture of your deposit.
- Signs or lecture materials may be affixed to walls with painters tape only. Exterior signage by arrangement only. Remove all signage after events. Use of nails, tape (other than painters), paint or chalk is strictly prohibited.
- No food or drinks allowed in theater and studios, with the exception of bottled water.
- Rooms must be left clean and undamaged. Repair or cleaning fees will be added to the monthly rental invoice. Excessive cleaning by Sierra 2 staff may result in cleaning fees being added to the monthly rent on an on-going basis.
- Security guard may be required at the discretion of SCNA with cost paid by renter.
- Curtis Hall and the Garden Room kitchenettes include a microwave, counter, sink and refrigerator; there are no cooking facilities on site.
- *Amplified sound is only allowed inside the studios, Curtis Hall and Room 10*. Doors and windows must be kept closed while audio is played. Please be respectful of adjacent renters and neighbors and keep volume low. Excessively loud noise may result in on-the-spot revocation of rental by on-site staff. Continual violations will result in cancellation of contract and retention of deposit.

- One adult per 10 minors under age 21 must be present at all times.
- Room and studio occupancy levels must be strictly adhered to.
- Call the on-site Facility Monitor's cell phone with questions or concerns during rental period.
- Respect and consideration must be shown at all times for users in adjacent rooms.
- Equipment such as PA system, projection screen, projector and TV/DVD player may be rented through the office.
- Renters may hang posters and flyers on the community bulletin boards located inside the main building and studio. Sierra 2 will advertise events that are open to the public free of charge in our monthly newspaper, The Viewpoint, and on our website. No events may be announced or publicized in any manner (including "save the date" announcements) until a fully executed rental contract and full deposit is on file.
- The Center has two free parking lots: 1) the 4th Ave lot is located behind the building and is open during Center building hours and 2) the Castro Way lot is open nights and weekends. Street parking is prohibited on the West side of 24th Street without a City parking permit designated for this area and is permissible for 2 hours on the East side of 24th Street. Please observe parking signs on the surrounding streets. The Sierra 2 Center will not be held responsible for parking tickets.
- The Center is wheelchair accessible from the front main entrance, the south end entrance next to Curtis Hall, the studio building entrance and the main and courtyard entrances to Curtis Hall. Handicap restrooms are located at the north end of the main hallway near the office, inside Curtis Hall and the studio building.

Users shall not incur indebtedness on behalf of the City of Sacramento or SCNA, their officers or agents. This permit shall not give rise to any partnership or joint venture relationship between the permit holder and SCNA. This permit is not transferable to any individual or organization. This permit is valid only for the purpose stated in this agreement and may be revoked at any time by SCNA. Should any of the terms of this permit be violated, SCNA, a California nonprofit public benefit corporation, does not waive any rights they may have in law or in equity against any individuals or entities. Should any legal action arise from this permit, reasonable attorney fees and costs shall be awarded to the prevailing party. Renter shall indemnify and hold SCNA harmless from and against any and all liability arising out of renter's occupation and use of a rental room.

I have read the rental rules as outlined above and agree to their terms:

Client Signature

Today's Date