



## CASA OC Training Room Use Agreement

Name: \_\_\_\_\_ Agency: \_\_\_\_\_ Suite: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Hours: \_\_\_\_\_ (include setup and cleanup time)

Event Name: \_\_\_\_\_ Estimated number of guests: \_\_\_\_\_

The CASA OC Training Room is available to OC Shared Spaces Tenants when not being used by CASA OC. The following use guidelines apply:

- **The signer on this document agrees to the terms of use outlined below and assumes full responsibility for any incident of noncompliance.**
- Tenants reserving the CASA OC Training Room for an Outside Agency will be responsible for all reservation coordination and will be the point of contact for the reservation.
- The CASA OC Training Room is available during business hours from 9:00 A.M. – 4:30 P.M. It is unavailable after business hours, weekends, and on holidays unless a CASA OC staff member has agreed to be present in the office during the time of the use. This arrangement must be approved by CASA OC Finance Manager.
- Reservations can be made up to three (3) months in advance.
- Cancellations must be made at least three (3) business days prior to reservation by notifying the CASA OC Administrative Associate at [reservations@casaoc.org](mailto:reservations@casaoc.org).
- User check in with CASA OC Administrative Assistant, in Suite 214 15 minutes prior to reservation start time and check out with CASA OC Administrative Assistant in the CASA OC Training Room at reservation end time.
- User may rearrange the room but must reset the room as it was before use.
- To use the media equipment, user must meet with CASA OC Administrative Assistant to review media equipment use. User will be responsible for any damages sustained by the media equipment during use. There are printed instructions for the media equipment on the top shelf under the computer (in white binder).
- There is a basket on the top shelf that contains the remote for the media equipment and the key to open the rear exterior doors. The remote and key should be returned to the basket at the end of use.
- CASA OC is NOT responsible for coordination of food deliveries. Food must be delivered through exterior door of the training room.
- If tables are used and food is served, the tables must be wiped down at the end of use.
- The kitchen is off limits. CASA OC does not supply serving or eating utensils.
- Trash cans must be emptied following use of the room. A dumpster is located in the parking lot.
- Exterior doors must be relocked and secured at the end of use.
- Interior door must remain closed during use and reopened at the end of the use.
- All restroom keys must be accounted for at the end of use.

**Noncompliance – please note the following prior to submitting this agreement:**

- Failure to provide three (3) business day cancellation notice will be recorded as a “Late Cancellation”.
  - Failure to arrive within 15 minutes of reservation start time will result in cancellation of your reservation and be recorded as a No Show.
  - Failure to abide by any of the above use policies and guidelines will prompt the following eligibility review schedule:
    - After one (1) instance of noncompliance – tenant will receive a written warning detailing the agreement violation.
    - After two (2) instances of noncompliance– tenant will meet with the CASA OC Finance Manager and CASA OC Administrative Assistant to review the nature and cause of the repeated agreement violations.
    - After three (3) instance of noncompliance – tenant’s use eligibility of the CASA OC Training Room will be revoked and all tenant’s future reservations will be cancelled for the remainder of the calendar year.
- \* CASA OC understands that emergencies and unforeseeable situations arise. Exceptions to the above stated Cancellation Policy, No Show Policy, and any other guideline contained in this Use Agreement will be evaluated and determined by CASA OC Finance Manager and CASA OC Administrative Assistant.

**Announcements – please announce the following at the beginning of the room use:**

- Restroom Location and Access: Restroom keys are located by the exterior door of the CASA OC Training Room. Users must use the restrooms on the first level of the building. Handicapped persons may use the restroom on the second level by exiting through the interior door and re-entering through the CASA OC office in Suite 214.
- Cell Phone Use: To avoid disturbances, phone calls should be made/taken downstairs and outside.
- Smoking: OC Shared Spaces, Village is a smoke-free environment. Individuals who choose to smoke must do so off OC Shared Spaces, Village grounds.

IMPORTANT – READ BEFORE SIGNING

**I am an authorized employee of the agency submitting this agreement. The information provided in this agreement is true and correct. I ACCEPT FULL RESPONSIBILITY & AGREE TO THE TERMS OF THIS USAGE POLICY**

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Employee Signature

Date

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Employee Print Name