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**Use of Space Agreement**

This agreement is between **The Grantsmanship Center** and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the Renter.

The “Premises” is The Grantsmanship Center, Training Room or Conference Room (circle one):

350 S. Bixel Street, Suite 110, Los Angeles, CA 90017.

The Grantsmanship Center grants permission to use this space

for a meeting with approximately: \_\_\_\_\_\_\_\_\_\_people

on the date of: \_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_

at the approximate times: \_\_\_\_\_\_\_\_ to\_\_\_\_\_\_\_\_\_

at a rate of \_\_\_\_\_\_\_\_per\_\_\_\_\_\_\_\_\_

with / without the use of projector for $150 /day

and \_\_\_\_\_\_ validated parking stickers at $6 per spot for a total of $\_\_\_\_\_\_\_

for a total fee of: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The Renter agrees to return the Premises to the same condition as it was when they entered for use.

The Renter will provide The Grantsmanship Center with a Certificate of Insurance showing The Grantsmanship Center as additionally insured for the time covering this use of Premises in the following amounts:

* Comprehensive General Liability with limits of $ 1,000,000.00
* Workers Comp as required by the state of California.

Alterations:

The Renter may not alter the Premises without prior approval by The Grantsmanship Center.

Prohibited Use:

The Renter fully understands and agrees that the Premises shall not be used for any illegal activity and the Renter will bear full legal responsibility for any and all of its operations in the Premises.

Damage to Space:

The Renter will keep the Premises in a neat, orderly condition and free from hazards at all times and the Renter will pay The Grantsmanship Center for any damage caused by the Renter and their guests.

Compliance; Security; Nondiscrimination:

The Renter will comply with all laws, codes, and regulations, including requirements of state and local fire safety codes or ordinances applicable to the Premises, and compliance with all applicable policies and procedures for security and safety of The Grantsmanship Center and The Los Angeles Area Chamber of Commerce Building with respect to use of the Premises. In the use of the Premises, The Renter will not discriminate against any person because of race, color, religion, national origin, ancestry, age, sex, sexual orientation, height, weight, marital status, veteran status, physical or mental disability, or other factors prohibited by applicable law.

**IMPORTANT INFORMATION AND TERMS OF THE RENTAL**

* A deposit of $50.00 is due after the Application has been approved and when the Rental Agreement is signed, but may also be paid at any time prior.
* Any outstanding balance is due in full 2 weeks prior to the event.

**Room Usage Rules**

* The Renter may use The Grantsmanship Center’s name and location to direct people where to go for the event, but the Renter may NOT publicize their event implying The Grantsmanship Center is a sponsor, unless there is a written agreement stating otherwise.
* There is no smoking, alcohol consumption or cooking in any of the rooms.
* The Renter is responsible for leaving the room and any equipment in the same condition as originally found. The Renter will be charged an additional fee for any damage, loss, mess, or disarray that requires replacement, repair or additional cleaning.
* Small trash cans are provided, but disposal of any and all food is the Renter’s responsibility. Food and drink as well as containers left behind will result in an additional charge.

**Equipment**

* Each meeting room is equipped with tables, chairs, and an office telephone.
* A whiteboard is available for use upon request through the Rental Application, and the Renter is responsible for bringing dry-erase markers ONLY, for use on the whiteboard.
* The Training Room is equipped with wireless internet access.
* The Training Room can be configured in a variety of ways, and The Grantsmanship Center may help with adjustments, but the room must return to its original state at the responsibility of the renter otherwise resulting in an additional $50 labor charge.
* A PowerPoint presentation can be utilized if the Renter brings it on a safe, virus-free USB drive.
* If the Renter requires use of any of The Grantsmanship Center’s equipment, the Renter understands they are liable for the full original cost if equipment is damaged during the rental.
* The Renter may bring the Renter’s own equipment provided it does not compromise or unduly burden The Grantsmanship Center’s network and systems.

**Parking**

* Underground visitor parking is available in the structure (entrance on 4th Street) for $6.00 per day, per car, CASH ONLY, no “in and out” parking.
* Additional street level parking (metered and non-metered) is available in the area surrounding the Chamber Building. Please heed all posted signs and curbside markings. The city does tow and rates exceed $300.
* Parking can be purchased in advance if built into the rental cost.

**Cancellations**

* 100% of the rental cost can be refunded up until two (2) weeks prior to the event, not including the $50 deposit.
* Within two (2) weeks of the scheduled rental, a refund to the Renter will not be issued.

**Disclaimers**

* Permission to use a meeting room does not imply The Grantsmanship Center’s endorsement of the goals, policies or activities of any person, group, or organization.
* The Grantsmanship Center is not responsible for the loss or damage of equipment, supplies, materials or any personal property owned by those sponsoring or attending an event in The Grantsmanship Center’s facilities.
* The Grantsmanship Center, its agents and employees are not to be held liable for any and all claims of injuries, including death, damages or loss, which may arise in connection with an event held in any room of the The Grantsmanship Center’s offices.

Approved

For (Organization)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: For The Grantsmanship Center:

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Authorized Representative Date Cathleen E. Kiritz, President Date

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Printed Name Title