

## **Policy: Use of Kids Included Together Meeting Rooms**

The NTCI training room and Sophie Brody Resource library room are reserved primarily for activities conducted or sponsored by KIT. KIT allows outside use of the meeting rooms by organizations for educational, civic, charitable, and commercial use under the following conditions:

1. Organizations wishing to use meeting rooms must submit an application at least two (2) weeks prior to the requested date. Forms are obtainable from the KIT website, [www.kitonline.org](http://www.kitonline.org).
2. An application must be submitted to the attention of KIT's Program Coordinator at [info@kitonline.org](mailto:info@kitonline.org) or via fax to 619-758-0949.
3. Meeting rooms are reserved on a first come, first served basis for a maximum of three (3) months in advance of the meeting or event; however, tentative bookings shall be available one year in advance at the discretion of the Program Coordinator. Authorization to use a meeting room is not transferable to another organization.
4. The kitchen may be used for preparation of coffee and light snacks. Other uses of kitchen facilities may require cleaning deposits, trash fees, etc.
5. Payment of 100% of applicable meeting room fees or a purchase order is requested at least one week prior to the use date. Ninety percent (90%) of the paid fee is refundable provided KIT receives cancellation notice at least 10 days prior to the event. If an applicant fails to notify KIT of cancellation 7 days prior to the event, all fees will be forfeited. In the event that cancellation by KIT is necessary, every reasonable effort will be made to notify the applicant at least two (2) weeks in advance. KIT is not responsible for any damages if it has to cancel use of the room or cannot fulfill its promise to have the room available.
6. Technology available for use in the NTCI training room includes a sound system, dvd player, drop down screen, built-in LCD projector and hook-ups for laptops, high speed internet access and a Panaboard. A security deposit of \$250 by check, credit card or cash may be required for use of technology.
7. Chair and table set-up is the responsibility of the organization. Furniture should be returned to the set up prior to the meeting.
8. Trash removal is the responsibility of all groups using the room. All trash must be removed from the building and disposed of in the dumpster behind the Dance Place San Diego building located on the corner of Truxton and Dewey Roads.
9. KIT staff will not be available to set up or clean the room for the next user.

<b>GROUPS</b>	<b>Brody Library w/8 Capacity</b>	<b>NTCI ROOM w/50 Capacity</b>
<b>KIT Sponsored Groups, Not-for-Profit Public Service, Government</b>	\$100 per day	\$150 per day
<b>Private, Commercial, General Public</b>	\$250 per day	\$450 per day
<b>REFUNDABLE CLEANING DEPOSIT: Required only if food or beverage is served.</b>	Varies	Varies

# Kids Included Together

## Application for Use of Meeting Rooms

Date: \_\_\_\_\_

Name of Organization \_\_\_\_\_

Type of Group:       KIT                       Not-for-Profit,  
                                   Sponsored                       Government                       Private, Commercial

Date	Start Time	End Time	No. Attending	Room	Program Purpose

KIT's policy governing the use of the NTCI training room and Sophie Brody Resource library room has been read, understood, and will be followed. I understand that failure to notify KIT of cancellation at 7 days prior to an event may result in forfeiture of deposit and fees. I relieve Kids Included Together of liability attendant on this use.

Applicant

Address. \_\_\_\_\_

Work Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Fax Number \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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### RECEIPT FOR USE OF MEETING ROOMS

Date Use Fees Paid \_\_\_\_\_ Amount \_\_\_\_\_ Check No. \_\_\_\_\_

Technology Deposit Paid \_\_\_\_\_ Amount \_\_\_\_\_ Check No. /Credit Card # \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_ Name \_\_\_\_\_

Comments

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