



Community Room Rental Policy

The KVMR Community Room at 120 Bridge Street, Nevada City, California, is available by reservation for not-for-profit meetings, classes, or other events as a community service for community groups.

The Community Room is not to be used for events or meetings promoting products or services for personal profit. KVMR reserves the right to approve or deny rental to any group. Events held in the Community Room do not necessarily reflect the views or opinions of the KVMR Board of Directors, staff, or volunteers.

Capacity: 34 persons

Times Available: Daily, 8:00am to 10:00pm

Fees: The general rental fee is \$25 for up to 4 hours, \$50/day (over four hours)

Amenities:

- The Community Room has access to a kitchenette and restrooms
- 30 chairs and several modular tables are available with room use. Users may rearrange (not remove).
- A projection screen is available for slides/video. Renters must supply projection equipment.
- A rolling white board is available for dry erase markers only; please request white board when reserving room
- Please do not mount anything on walls or windows

Food:

- Food and non-alcoholic beverages are allowed
- Alcoholic beverages are not permitted
- Renters may use refrigerator and microwave, but are asked to leave no food behind

Responsibilities:

- Renters are responsible for repair or replacement due to any damage to the room or its contents.
- Set-up and clean-up: please return the room to the standard set-up (chairs stacked, 3 tables in center of room)
- Please use recycling containers in room for all recyclables and place trash in proper receptacles
- Please be respectful of noise levels if using sound equipment or music.
- Children must be supervised in the Community Room
- Community Room, kitchenette and restrooms must be returned to rental condition. KVMR reserves the right to invoice for excess cleaning charges

Cancellations: Please notify coordinator of cancellation of scheduled meetings as far in advance as possible but no later than 48 hours before the event in order to receive a refund. Refunds will be issued for last minute cancellations due to unsafe driving conditions and weather only.

Reservation Process:

- Check room date and time availability by emailing communityroom@kvmr.org.
- After confirming date availability, the room can be reserved by completing the Rental Agreement form and returning it with fees to KVMR via drop off during office hours (M-F, 9-5), by mail to: KVMR, Community Room Rental, 120 Bridge Street, Nevada City, CA, 95959 or by emailing completed agreement to communityroom@kvmr.org if paying by credit card (KVMR will contact you for credit card information).
- Rental is not confirmed until we have received your rental agreement and payment. Please do not advertise the event until the room reservation is approved and rental fee is paid.

After Hours Access:

- If rental period begins outside of KVMR business hours (M-F, 9-5), you will need to pick up a key card at KVMR's office before your event