BEHAVIORAL HEALTH REGIONAL TRAINING CENTER

APPLICATION FOR USE

Date of Application:	
Name of Applicant:	
Address:	
Phone:	

Date of Event:		**Time Required:**	
Description of Event:			
Approximate Number of People:			
Organization Sponsor:	☐ Yes ☐ No		
Signature:			

Person picking up key:			
Date to pick up key:		**Date to return key:**	

Rental Fee *(due 30 days prior to event)***:**		**Key Deposit** *(due prior to event)***:**	
Cleaning Deposit *(due at time of request to hold date)***:**			

I have read the terms of this agreement and agree to comply with the provisions and regulations pertaining to the Behavioral Health Regional Training Center use. It is understood that (1) the undersigned will see to it that the area is returned to the condition in which it was found and will be in accordance with the post event cleaning checklist provided with this application; (2) the undersigned is required to provide a certificate of insurance that shows a minimum coverage of $1,000,000.00 liability single limit for the time period above with such certificates naming the County as additionally insured; and (3) those using the building will obey all existing County codes and ordinances, and State and Federal statutes.

Applicant Signature:	
Date:	

Please return this completed application, building rental fee, key deposit, and cleaning deposit (with separate checks made payable to County of Mendocino) to:

Behavioral Health
1120 S. Dora Street
Ukiah, CA 95482
(707) 472-2355 Phone
(707) 472-2788 Fax

FOR COUNTY USE ONLY

APPROVED: ☐ **YES** ☐ **NO**

COUNTY SIGNATURE:_____ **DATE:**_____

Date Building Fee Received:		**Check No.:**		**GSA Receipt No.:**	
Date Key Deposit Received:		**Check No.:**		**GSA Receipt No.:**	
Date Cleaning Deposit Received:		**Check No.:**		**GSA Receipt No.:**	
Date Certificate of Insurance Received:					
Risk Management Approval:		**Date:**			
Date Cleaning Deposit Returned to Applicant:		**Date Key Deposit Returned to Applicant:**			

CONDITIONS OF USE FOR RESERVATIONS

BUILDING USE FEE SCHEDULE:

The Mendocino County Board of Supervisors has established the following fee schedule:

Group/Description	Fee
Congressionally chartered groups and their auxiliaries	$90
Historically Sponsored groups	$90
All County departments and agencies for official functions	$90
Recognized employee groups	$90 per day $45 half day
Other non-profit organizations and governmental agencies (including but not limited to schools, city, state, and federal agencies)	$350 per day $175 half day
Public use (public or private functions)	$500 per day $250 Half day
Cleaning deposit for public use	$500 per rental
Key deposit	$25

The rental fee will be paid a minimum of 30 days prior to event and before obtaining the keys to the building. Behavioral Health will furnish keys to the main entrance of the building, which must be returned on the first weekday following the event. A "Behavioral Health Regional Training Center Key Return Agreement" must be completed and accompany a $20 deposit before the keys will be released. The deposit will be forfeited if keys are lost and applicant will be denied future use of the Behavioral Health Regional Training Center.

CONDITIONS

Reserving group, organization and/or individual hereby agrees to hold the County of Mendocino, the individual members thereof, and all officers, agents and employees free and harmless from any loss, damage, liability, cost, or expense that may arise during or be caused, in any way, by such use of facility.

Reserving group, organization and/or individual shall obtain full permission for use of all copyrighted material. Reserving group, organization and/or individual shall indemnify and hold County harmless from any liability for improper use of copyrighted material. Reserving group, organization and/or individual agrees that all copyrighted material to be performed or displayed has been duly licensed or authorized by the copyright owners or their representatives and further agrees to indemnify and hold the County of Mendocino harmless from any and all claims, losses, or expenses incurred with regard thereto.

Reserving group, organization and/or individual agrees to hold County free and harmless from all claims of any person or persons for injuries or death to persons or damage to property occasioned by, or in connection with, the use of the premises hereby rented. The reserving group, organization and/or individual will be responsible for any damages sustained to the building, furniture, or equipment occasioned through the occupancy, or use of the property, by the licensee. Any lost equipment or damages sustained to the above shall be compensated within seven (7) days.

REGULATIONS

1. **Seating**: Max capacity 73. No more than identified max capacity will be allowed at any one function.

2. **Smoking**: Smoking will not be allowed in the building due to fire hazard. Smoking is also not permitted within 20 feet of any opening of the building.

3. **Access:** Parking in the building parking lot.

4. **Kitchen Usage**: Reserving group, organization and/or individual shall be required to provide their own cooking and eating utensils, and must receive prior approval of any appliances being brought into the building.

5. **Cleanup**: It is the responsibility of the reserving group, organization and/or individual using the facility to clean the building and remove excess garbage resulting from event. The building is to be cleaned in accordance with the posted event cleaning checklist provided and the building is to be returned to its original condition. Failure to clean the building properly, will result the deduction of cleaning costs from the cleaning deposit. In the event cleaning cost exceeds deposit amount, the County reserves the right to bill actual costs to the reserving party.

6. **Insurance**: Reserving group, organization and/or individual shall be required to provide a Certificate of Insurance that provides evidence of $1,000,000 single limit for the time period that they use the building with such certificates naming the County of Mendocino as additionally insured.

7. **Noise**: Reserving group, organization and/or individual will be required to comply with the noise ordinances of the local jurisdiction. Should the event fail to comply with the applicable ordinance, said event may be terminated without refund of the rental fee and as well as the ability to rent the building for future events may be denied.

8. Lights are to be turned off and building is to be locked properly after use.

9. Reservations must be made with Behavioral Health for any function.

10. Alcohol is not permitted on property.

11. Behavioral Health reserves the right to deny any application for the use of the facility, and to curtail events due to excessive noise, or for violations of County, State, or Federal statues.