



# A Hopeful Encounter, Inc.

## Facility Reservation Packet

### **Our Mission**

A Hopeful Encounter, Inc.'s (AHE) mission is to partner with our communities to galvanize and develop confident and thriving Southeast Asian youths to become global change agents through Health, Education, Agriculture, Recreation and Technology.

### **About the Facility**

Our facility features a 6,500 sq. ft. area to service various events, including meetings, socials, practices, and more. The facility does not feature a kitchen, so food must be catered or brought in. On-site cooking is strictly prohibited. General tables and chairs are not provided and must be obtained through a third party. Wireless internet access is available upon request.

### **How to Reserve**

The donation request to rent the facility varies per type of organization (including CBO, non-affiliated, educational (non-student), student-led, and volunteer-led). Currently, AHE offers half and full-day rentals on Mondays through Fridays, after-hour rentals on Wednesdays and Thursdays, and full-day rentals on Saturdays. It is highly recommended that reservations be submitted and approved at least two weeks in advance. Upon managerial approval, a written agreement will be established between both parties.

To request a reservation, please submit an application. Please see the attached form or submit a digital application at [bit.ly/ahefacilityRSVP](https://bit.ly/ahefacilityRSVP). Duplicate reservations will not accelerate the process. Please scan the application and submit a copy to AHE's facility coordinator at [ahе@hopefulencounter.org](mailto:ahе@hopefulencounter.org) or drop it off at the front desk. For further questions or to request special accommodations, please contact the facility coordinator via email.

*Availability and rates are subject to change.*

### **Cancellation Policy**

Cancellations made the same day of the event or within 48 hours prior to the reservation will be billed at full price and no refund will be issued.



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## **RULES AND REGULATIONS**

*Rules and regulations are subject to change.*

### **General**

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#### ***Alcohol Use***

Alcohol is strictly prohibited during the workweek. *See Saturday Events for more information.*

#### ***Damages and Cleanliness***

Attendees and organizations are expected to clean up after themselves and maintain the condition of the facility. This includes but is not limited to a thorough sweeping of the area and taking the trash out to the large bin behind the facility concluding the event. Any items brought into the facility are expected to be removed upon concluding the event. Hanging items or decorations on the walls or ceiling is strictly prohibited. Negligent care of the space will result in a fee of \$500 and potential facility prohibition.

#### ***Parking***

AHE is not liable for any issued parking tickets or damages to your car that may occur in the parking lot. Park at your own risk.

#### ***Sleeping or Camping***

No person will be permitted to sleep or camp in the AHE facility overnight. No exceptions.

#### ***\*\*Special accommodations***

For any special accommodations, please contact the facility coordinator.

### **Saturday Events**

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#### ***Alcohol Use***

Although alcohol is strictly prohibited during the workweek, Saturday events are excluded from this regulation, and organizations will need to provide their own insurance, liquor license, and security (*attach evidence with application*). However, for events with attendees under the age of 21, alcohol is strictly prohibited.

#### ***Liability***

Saturday events will require a commercial general liability insurance certificate to be filed with AHE at least 5 days prior to the event. Coverage shall be at least as broad as Insurance Services from CG 00 01 covering CGL on an “occurrence” basis, including property damage, bodily injury, and personal injury with limits no less than \$1,000,000 per occurrence.



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### ***Security Deposit***

A \$500 security deposit is required at least 2 weeks prior to the event. The security deposit serves as a placeholder and a non-refundable cleaning fee if the host or undersigned fails to maintain the condition of the facility.

### ***Set-up and Clean-up Time Flexibility***

Saturday events are allocated time on Friday evenings after 8 p.m. for set up and Sunday mornings before 12 p.m. for clean up. For special accommodations, please contact the facility coordinator.

## **Indemnification**

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By submitting this application, you agree to indemnify and hold harmless A Hopeful Encounter, Inc. its donors, its affiliates, and each of its respective officers, directors, employees, agents, counsels, successors, and assigns from and against any loss, cost, damage, expense, or liabilities (including reasonable attorneys' fees) incurred in connection with any and all claims, including third party claims, for any loss, injury, death, or damage to persons or property at any time that may be suffered or sustained by the host, organization, or any person whatsoever at any time by attending meetings or events, using any items or equipment, occupying meeting rooms or any property space, visiting or intending to visit AHE, or which at any time may be suffered or sustained on AHE's facility. The host or undersigned and all its guests and attendees, employees, agents, invitees or persons occupying, visiting, or intending to visit shall indemnify AHE against all claims, liability, loss or damage whatsoever on account of any such loss, injury, death, or damage. The host or undersigned hereby waives all claims against AHE for any/all to persons or property in or about the AHE's facility, from any cause arising at any time.



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## FACILITY RENTAL RATES

*Rates are subject to change.*

Reservation Times	Fees
<p><b>Weekday Half-day</b>  <i>These reservations are limited to M-F business hours of either 8-12 p.m. or 1-5 p.m.</i></p>	250
<p><b>Weekday All Day</b>  <i>These reservations are limited to M-F business hours from 8 a.m.-5 p.m.</i></p>	500
<p><b>Wednesday and Thursdays After Hours</b>  <i>These reservations are limited to Wednesdays and Thursdays from 6-8:30 p.m.</i></p>	125
<p><i>Community and public meetings are exempt from any costs upon approval.</i></p>	

<p><b>Saturdays</b>  <i>These reservations are allocated time on Friday evenings after 8 p.m. for set up and Sunday mornings before 12 p.m. for clean up.</i></p>	1000
<p><i>All types of organizations are subject to the same flat-rate fee.  Sundays are unavailable for facility rental.</i></p>	



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## APPLICATION REQUEST FOR APPROVAL

1. Name of Event: \_\_\_\_\_

2. Description of Event (*Attach additional information, proposed flyers, etc.*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Proposed date and time for event: \_\_\_\_\_

4. Anticipated # of attendance: \_\_\_\_\_

5. Individual(s) Responsible to Host Event: \_\_\_\_\_

a. Phone Number: \_\_\_\_\_

b. Email: \_\_\_\_\_

6. What type of organization are you registering with? (*Please select one of the following*)

CBO  Non-affiliated  Educational (non-student)  Student-led  Volunteer-led

a. Organization name (*if applicable*): \_\_\_\_\_

7. Will this be a  private or  public event?

8. Will alcohol be served at your event?  Yes  No

a. If marked “Yes” and “Public,” a liquor license must be submitted.

9. By signing below, I acknowledge that I have read, understand, and agree to the terms above.

Requested by (print): \_\_\_\_\_

Signature: \_\_\_\_\_

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