



Partnership Douglas County
Room Use Application
Effective 4/3/2019

Today's Date: _____

Organization's Name: _____

Date of Use: _____ Time of Use: _____ (Start/Finish including setup/clean up)

Name of Responsible Party: _____

Address: _____ Main Phone Number: (____) _____

_____ Email: _____

Requested Room: PDC Board Room* PDC Training Room* Office Space

<i>Capacity: 15 people</i>	<i>Capacity: 30 people</i>	<i>Call for additional information</i>
<i>Fee: \$20/hour</i>	<i>Fee: \$25/hour</i>	
<i>Or \$120 for 8+ Hours</i>	<i>Or \$200 for 8+ Hours</i>	
<i>Deposit: \$200</i>	<i>Deposit: \$200</i>	

**Fee will be waived for members of the Partnership Douglas County coalition. Fee may also be waived for non-profit organizations upon approval from PDC Executive Director.*

Purpose of the Request: _____

Number of People: _____

Will food/beverage be served? Y/ N

Will the kitchen be used? Y/ N

Will Audio/Video equipment be needed? Y/ N

Check Audio/Video Equipment needed: Computer/Projector for PowerPoint
 Speakers DVD Microphone Telephone Webcam

Rental Information

1. An application must be submitted at least one (1) week in advance for approval by the Executive Director.
2. Deposits are due at time of rental reservation and will be returned after your rental and as long as you cleaned and followed policies.
3. 100% refunds will be given if the reservation is canceled 30 calendar days prior to the reservation, less a \$10 administration fee.
4. A cancellation fee, based on 50% of all fees or 100% of deposit, whichever is less, will be assessed if cancellation is made between 29 and 10 days prior to the date of reservation.
5. This is a tobacco (including e-cigarettes/vaping), alcohol, and other drug free facility.
6. Comprehensive General Liability insurance naming PDC as additional insured is required for use. A copy of the Certificate of Liability is required with application.
7. Additional charges will be levied over basic rate if the facility is not normally open and staff is required to be on duty.
8. Depending on the event, security may be required; applicant is responsible for all fees for security services.

All rentals are processed on a first-come, first-served basis. Please call (775) 782-8611 or email info@pdcnv.org to check room availability.



Rules Governing Use

(Initial)

_____ Renters are responsible for returning PDC rooms to the condition in which it was received. This includes, but is not limited to: cleaning the tables and chairs, kitchen, and anything else in the room as needed; returning all furniture and fixtures to their original placement; and sweeping or cleaning of floors.

_____ All events are self-catered and independent of Partnership Douglas County and our staff. Food, beverages, utensils or other supplies are not included in the space rental. If the event is open to the public (versus a private party), you may be required to provide a temporary food permit. Permits may be obtained from Carson City Health & Human Services through the Regional Public Health Partnership (775) 887-2190 or visit www.GetHealthyCarsonCity.org.

_____ When preparing for event, keep in mind that PDC is a nonprofit business and is not able to provide event-management services. PDC offices may be operating during use of meeting rooms. PDC asks all renters to respect the privacy of staff.

_____ PDC reserves the right to charge renters for any damages incurred to the building, furniture, or fixtures by the renters.

_____ Renters are responsible for developing, printing, and posting their own signage for the event, as necessary.

Signature of Responsible Party: _____ Date: _____

Partnership Douglas County Use Only

- Approved
- Disapproved

Authorized By: _____ Date: _____

Authorization Signature: _____

- Fees Collected
- Deposit Collected
- Fees Waived
- Certificate of Liability Collected

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