

Chairperson  
Dr. Jeffrey D. Carr, Sr.



President and CEO  
Rudolph A. Johnson, III

## **NEIGHBORHOOD HOUSE ASSOCIATION MEETING ROOM RENTAL PROCEDURES**

### **RESERVATION PROCEDURES:**

Meeting Rooms are available by reservation only, subject to the approval of Neighborhood House Association. Applications for meeting room rentals can be downloaded from the NHA website: [www.neighborhoodhouse.org](http://www.neighborhoodhouse.org). **Hard copies of the application can be picked up at the NHA Administration Center on Copley Dr., Tubman-Chavez Center or 41st Street.** You will receive a confirmation email or phone call informing you whether or not your reservation is accepted.

1. Complete applications for room rental at the NHA Administration Center on Copley Drive can be downloaded from our NHA web-site and mailed or dropped off to **Hortensia Casillas, 5660 Copley Dr., San Diego, CA 92111.**
2. Applications for **41<sup>st</sup> Street or Tubman-Chavez** room rentals can be mailed or dropped off to **Lisa Gillespie, at 841 South 41<sup>st</sup> Street, San Diego, CA 92113.**
3. Any questions concerning availability at 41<sup>st</sup> Street or Tubman-Chavez, please call Lisa Gillespie at 619.263.7761. Questions concerning availability at the NHA Administration Center call Hortensia Casillas at, 858.715.2642 ext. 187.
4. Completed room rental applications must be submitted **at least 30 days prior** to the date of the event and must include:
  - a. Completed application
  - b. Certificate of Insurance naming "Neighborhood House Association" as the additional insured
  - c. Check for the rental fee and deposit must be made payable to "Neighborhood House Association.

### **RULES FOR ROOM RENTAL USAGE:**

Applicant will be responsible for their guests and must ensure that all rules are followed.

Minors must be supervised by an adult and guests are not allowed to roam the premises. Applicant or their agent, must be in attendance during the function.

## **Rules Continued:**

**Alcohol is not to be served to individuals under the age of 21 (minors).** In the event alcohol is served during an event, the Responsible Party shall be accountable for all liability related to such alcohol service. In no event shall NHA be held accountable. It is recommended that cans and cups be used to serve beverages. **For safety purposes, the use of glass bottles is not allowed.** There is to be no alcohol of any kind outside of the Premises. Security will have the right to issue warnings in the event of inappropriate and/or dangerous conduct, including alcohol use outside the premises, fighting, etc. If said inappropriate/dangerous conduct continues (or escalates), Security will have the option to terminate the event.

**Please Note: Alcohol will not be permitted at the Tubman-Chavez Center.**

Smoking is **NOT** permitted in any of our facilities.

The use of amplified music must be requested as part of your application. If amplified or recorded music is part of your event, music must be kept at reasonable levels so that surrounding neighbors or other tenants are not disturbed.

Any solicitation of money, for any reason, is **NOT** allowed on the premises.

### **PARKING**

Parking is available at all sites.

### **SECURITY**

Security Guard Services are required at all facilities at all times during your event. R.B.W. Security is the company NHA is contracted with and they charge \$30 per hour (this is in addition to other charges). On-site security must be notified of any cars left overnight or else they may be towed away.

### **DEPOSITS**

A check for your deposit must be made payable to "Neighborhood House Association". Deposits are required for all room use. NHA's on-site manager (or a designated representative) will conduct a pre-event walk-through inspection of the space requested to establish the room condition prior to an event.

All rooms should be left in the same condition in which they are received. A post-function walk-through inspection will be conducted by the on-site manager (or a designated representative). If there are any costs to repair damages caused by applicant, those costs will be charged to individual responsible for renting the space.

### **INSURANCE:**

Applicant shall maintain in full force and effect, during Applicant's use of the Meeting Rooms Comprehensive General Liability Insurance covering Applicant's permitted use of the Meeting Room(s). Such insurance shall name "Neighborhood House Association", as additional insurer. A copy of the insurance certificate must be provided to NHA no later than 24 hours prior to the start of the event.

## **ROOM RENTAL FEE and OTHER CHARGES**

### **Copley Administration Bldg., 5660 Copley Drive, San Diego, CA 92111**

Conference Center - \$150/per hr. • Additional \$100 per hour for use of the prep-room	Deposit \$200
Copley Meeting Room. 144 (first floor) - \$75/per hr.	Deposit \$100
Copley Meeting Room. 143(first floor) - \$50/per hr.	Deposit \$100

Set up options available:

- Banquet (130 people)
- Classroom holds (125 people)
- Lecture (250 people)
- Theatre (250 people)

**Please Note: Outside of these regular building hours, HVAC is available for an additional cost of \$25 per hour and must be included as part of the deposit. This HVAC service must be requested in advance at the time of the application.**

All functions must end by 12:00 a.m., facilities must be unoccupied by 1:00 a.m.

*Deposits are partially refunded with a retainer fee of \$200 – Security Guard Service @ \$30 per hour will be added to the room use cost.*

### **Conference Center**



Room 144

Room 143



## **41<sup>st</sup> Street, 841 South 41<sup>st</sup> Street, San Diego, CA 92113**

Michael G. Kemp Room \$100/per hr.

Deposit \$350

Set-up option available:

- Banquet (150 people)
- Classroom (250 people)
- Lecture (200 People)
- Theatre (200 People)

All functions must end by 12:00 a.m., facilities must be unoccupied by 1:00 a.m.

*Deposits are partially-refunded with a retainer fee of \$200 – Security Guard Service @ \$30 per hour will be added to the room use cost.*

### **Michael G. Kemp Room**



## Tubman-Chavez, 415 Euclid Avenue, San Diego, CA 92114

### **Rental Fees during regular business hours – 8:00 am to 5:30 pm, Monday thru Friday**

Full Community Room <b>with</b> Kitchen \$100/hr.	Deposit \$300
Full Community Room <b>without</b> Kitchen \$100/hr.	Deposit \$200
Partial Community Room <b>with</b> Kitchen \$100/hr.	Deposit \$300
Partial Community Room <b>without</b> Kitchen \$100/hr.	Deposit \$200

### **Rental Fees Saturday and Sunday**

Full Community Room <b>with</b> Kitchen \$150/hr.	Deposit \$800
Full Community Room <b>without</b> Kitchen \$150/hr.	Deposit \$600
Partial Community Room <b>with</b> Kitchen \$150/hr.	Deposit \$600
Partial Community Room <b>without</b> Kitchen \$150/hr.	Deposit \$400

Set-up options available:

- Banquet (82 people)
- Class Room
- Lecture
- Theatre

Community Room holds standing total of 288

*Deposits are partially refunded with a retainer fee of \$200 – Security Guard Service @ \$30 per hour will be added to the room use cost.*

**ALCOHOL WILL NOT BE PERMITTED AT THIS FACILITY**

### **Community Rooms**

