



FACILITY USE RESERVATIONS GUIDELINES

The Family Resource Centers of Madera County is a center where children, parents, caregivers, and providers find support and are prioritized so they can reach their full potential. Meeting spaces are available to co-locators, First 5 Madera Programs, or community groups who share a similar vision as First 5. However, priority is given to co-locators and First 5 Madera Programs.

Reservation

- Reservations must be made three weeks in advance of the event.
- Reservation will be considered on a "first-come-first-serve" basis.
- FRC staff reserves the right to make facility accommodations.
- The Facility Reservation Form must be completed and emailed to the Accounting Administrative Assistant at ksantos@first5madera.org to begin the reservation process.
- The contact liaison designee is responsible for event planning, supervision, facility use, and clean-up.
- A reservation confirmation will be emailed to the applicant within 72 hours of submission.
- A 48-hour cancellation notice from the applicant or the FRC is required. Likewise, changes to the reservation must be made 48 hours in advance by the contact person listed on the reservation form. Changes received within 48 hours will be accommodated to the extent possible.

Facility Amenities

- The Family Resource Center's regular business hours are Monday through Friday from 8:00 a.m. to 5:00 p.m.
- The meeting capacity is 50 attendees.
- Request outside regular business hours for community groups may not be guaranteed, and the facility will not be available on weekends or holidays.
- Wireless internet is available.
- A basic laptop and project setup are available. Additional specialized equipment is not available.
- Food and beverages (non-alcoholic) are allowed in the facility; however, they should not be for sale. The user is responsible for event details and the clean-up immediately following the event.

Clean-up

- Collect and dispose of all trash and debris from the event.
- Wipe down tables and counters.
- Trashcans with food waste need to be emptied using the outdoor dumpster in the parking lot.
- If cleaning beyond routine vacuuming and trash removal is required, clean-up will be billed to the reserving agency accordingly.

Property Disclaimer

- The FRCs are a **substance-free environment**. Therefore, possession and use of alcohol, illegal drugs, vaping, tobacco, and e-cigarettes or like products are prohibited on and in the facility, including the parking lot.
- The user assumes responsibility for any damage or loss to the premises, equipment, or furniture therein, agrees to pay for all repairs or replacement costs and expenses, and will replace any displaced First 5 FRC property.
- The user agrees to indemnify and hold harmless the First 5 Madera County Commission, First 5 FRC, Madera County Children and Families Commission, and its officers and employees from any claims arising out of the use of the First 5 FRC's facility. However, First 5 Madera County does not agree to indemnify or hold anyone associated with the scheduled event harmless.
- This facility belongs to you, the community.

All users must comply with these rules. Failure to do so may result in additional charges and the loss of future reservation and use privileges.

Date: _____ Signature of Contact Liaison: _____



525 E. Yosemite Avenue
 Madera, CA 93638
 Ph: 559-661-5155

RESERVATION FORM
 FACILITY COMMUNITY USE

Today's Date: _____ Organization Name: _____

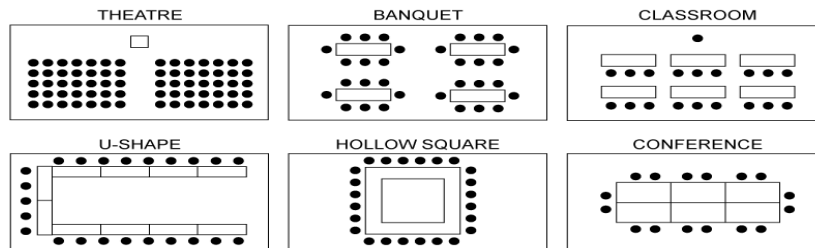
Address: _____ City: _____ Zip: _____

Contact Liaison: _____ Phone: _____ Email: _____

Username: _____ Phone: _____ Email: _____

Date(s) of Event: _____ Day(s) of Week: _____ Other: _____

Site Request: _____ Room Request: _____ Request Set-Up: _____



One time or On-going Event: _____

Number of Participants: _____ Set Up Time: _____ AM/PM

Event Start Time: _____ AM/PM Event End Time: _____ AM/PM

Activity Description: _____

Additional Equipment/Support Request: _____

Other: _____

Would you like to share this event on F5 social media? YES _____ NO _____

Confirmation will be Emailed to you. Please review and make sure all is correct.






USERS MUST SUBMIT OR HAVE ON FILE SIGNED USER GUIDELINES

Office Use Only

User guidelines on file? Yes _____ No _____

Approved: Yes _____ No _____ Date: _____ Signature: _____

LEGEND

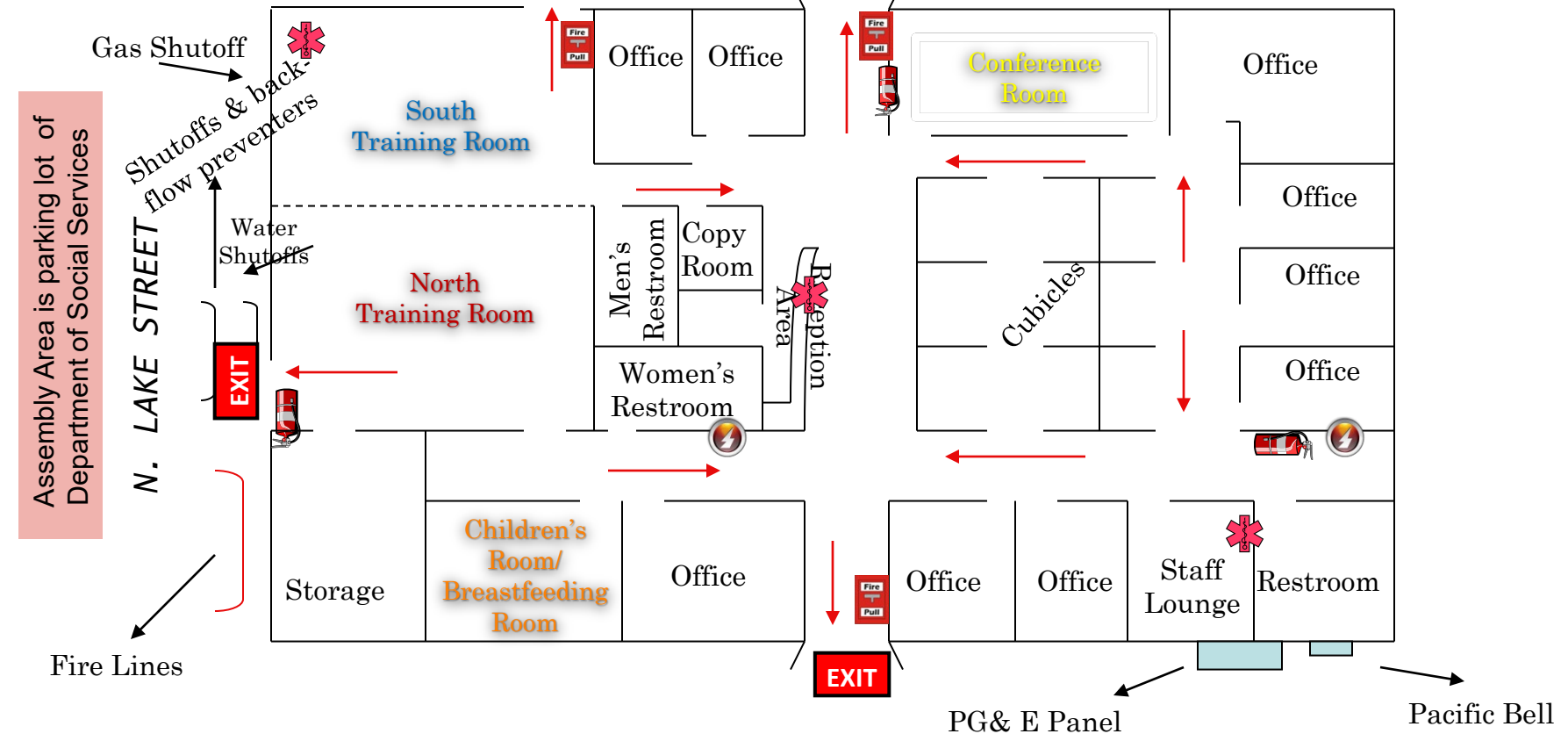
-  Fire Extinguisher
-  First Aid Kit
-  Electrical Panel
-  Evacuation route
-  Fire Pull Station

Alternate assembly area are SW by Bank of America parking lot

E. YOSEMITE AVE

X

Assembly Area is parking lot of Department of Social Services



First Five of Madera County
 525 East Yosemite Avenue, Madera, CA 93638
 PH 559-661-5155 FAX 559-675-4950