

# Youth On Their Own

## Community Room Rental Policies

The following provisions govern the rental of meeting space at Youth On Their Own's ("YOTO") Community Room (the "Community Room"), located at 2509 N Country Club Road, Tucson, Arizona, 85716. Renters must abide by the Community Room Policies as set forth herein, submit an application for use of the Community Room as set forth in Section II hereof, and execute a rental contract as set forth in Section III hereof.

### Meeting Space Rates and Hours

| Renter   | Half day<br>(up to 5 hours) | Full day<br>(5 to 12 hours) |
|--|-----------------------------|-----------------------------|
| <ul style="list-style-type: none"><li>• General public</li><li>• For-profit businesses</li></ul>   | \$100                       | \$200                       |
| <ul style="list-style-type: none"><li>• 501c3 nonprofit organizations</li><li>• Government and civic organizations</li></ul>                                       | \$50                        | \$100                       |
| <ul style="list-style-type: none"><li>• YOTO staff for non-YOTO uses</li><li>• Family Housing Resources</li><li>• Country Glenn Neighborhood Association</li></ul> | No Fee                      | No Fee                      |

The Community Room is available to rent seven (7) days a week, from 8:00 am to 8:00 pm. Reservations can be made up to ninety (90) days prior to the event date. YOTO meetings and events shall take priority over third party rental requests. [Please complete a space use inquiry online](#) to request a reservation.

### Rental Procedure

All room rental applications must be submitted to YOTO electronically through the [space use inquiry form](#). Within three (3) business days after submittal of a rental application, YOTO will approve or deny the reservation request. If YOTO accepts the reservation request (the "Reservation"), Renter shall execute the Rental Contract and pay the Rental Fee to YOTO by no later than one (1) week prior to the Reservation date.

### Cancellation

Renter may cancel the Reservation at any time prior to the event by providing notice to YOTO at [rentals@yoto.org](mailto:rentals@yoto.org). If Renter cancels the Reservation at least twenty-four (24) hours in advance of the Reservation start time, Renter shall be entitled to a refund of the Rental Fee paid to YOTO. In the event Renter cancels the Reservation less than twenty-four (24) hours before the Reservation start time, Renter shall not receive a refund of the Rental Fee.

### Marketing

Renter agrees that all promotions and communications ("Marketing Materials") regarding Renter's meeting or event are limited and shall only list Renter's name and contact information. Any mention of YOTO shall only be utilized to identify the location of the event or meeting. If Renter wishes to utilize the YOTO logo on marketing materials, Renter must obtain advance written approval from YOTO.

## Room Set-up and Capacity

Renter is responsible for room setup including moving tables and chairs. The Community Room is approximately 1,100 square feet and can accommodate up to sixty (60) people seated without tables. With tables, the room will fit forty-eight (48) people, with six (6) people at each of the eight (8) tables. There are sixty (60) stackable chairs, eight (8) round tables, and ten (10) stools available for use. One 6-foot rectangular table is available by request for a check-in table, or to display materials or food. There are two (2) ADA accessible restrooms located in the Community Room. The thermostat is adjustable and is located to the left of the interior door.

## ADA Access

There is accessible parking in front of 2509 N Country Club Road. The entrance to the Community Room is ADA compliant. If you have a mobility device that requires use of the front double doors, please alert YOTO ahead of your event. Both restrooms located in the Community Room are ADA accessible.

## Alarm System

The Community Room is equipped with an alarm system. The alarm keypad is located inside the front door. If renting the space during normal business hours, you will not need to interact with the alarm. For evening and weekend reservations, Renter will need to disarm the alarm upon arrival and re-set it when leaving. An alarm orientation will be provided by YOTO staff.

## Technology

The Community Room has one large, wall-mounted touch screen monitor, a camera, speakers, microphones (ceiling mounted, not free-standing), and a slide clicker (USB) available. The monitor can be used to share a presentation, watch video, etc. The system has integration for remote participants (via Zoom or Teams). There are two remote controls: one for the screen and one for the camera, microphones, and speakers. Renter is welcome to bring their own A/V technology if it does not interfere with YOTO's equipment. A technology orientation will be provided by YOTO staff.

## Wi-Fi

Network Name: YOTO\_Guest

Password: Graduation

## Parking

If the Reservation is during standard work hours (Monday through Friday, 9:00 am to 5:00 pm), parking is limited to eight (8) parking stalls located directly in front of the Community Room entrance. Additional parking is available on Silver Street and in the commercial lot on the northwest corner of Grant and Country Club. Renters are asked not to park in the spaces behind YOTO's Youth Services building. If the Reservation is on an evening or weekend, Renter will have access to the entire parking lot.

## Food and Drink

Food is permitted in the Community Room. Reservations during standard work hours (Monday through Friday, 9:00 am to 5:00 pm) will have access to a small kitchenette, which includes a sink and refrigerator. Reservations for evenings or weekends will not have access to the kitchen. Please empty trash and dispose

of food waste in the dumpster when you are finished. If Renter desires to have alcohol for an event, it must first obtain the requisite liquor license and advance written permission from YOTO. A copy of the liquor license must be provided to YOTO at least three (3) business days prior to the event.

## Prohibited Items

Renters may not bring, use, or engage in the following on YOTO property:

- Open flames
- Tobacco products (including e-cigarettes)
- Vapes
- Illegal drugs or marijuana
- Weapons
- Gambling
- Permanently altering any surfaces (nails, adhesive on walls or furniture, etc.)
- Unapproved signage
- Animals other than service animals

## Conduct

YOTO expects Renters to maintain professional and respectful conduct while on the YOTO campus, especially during standard work hours when YOTO staff and youth are on-site. Profane, obscene, loud or boisterous language, or unseemly behavior and conduct are prohibited. Renter agrees not to permit any behavior or activity that will annoy, harass, or inconvenience YOTO staff, our neighbors, or occupants in adjoining premises. YOTO's Community Room will not be rented to any organization deemed to be controversial, politically partisan, or in conflict with the mission of YOTO.

## Renter Orientation

Renters using the YOTO space for the first time must schedule a 15-minute on-site orientation sometime before the Reservation. Topics covered will include:

- Arming/disarming the alarm system
- Use of technology in the Community Room
- Housekeeping overview: Location of restroom supplies, dumpsters, etc.
- Key sign-out (note that keys must be returned to YOTO upon completion of event)
- Emergency contact procedures

To schedule the orientation, contact Brooke Blizzard at [bblizzard@yoto.org](mailto:bblizzard@yoto.org).

## Clean-up Checklist

Renters are asked to complete a clean-up process that includes:

- Wiping down all used tables and chairs
- Stacking chairs/stools against wall in designated location
- Placing tables back in cart
- Re-setting thermostat to 76 degrees
- Bagging up all trash and disposing of it in the dumpster behind the building
- Turning off monitor and lights
- Ensuring the door is locked upon departure

If the clean-up checklist is not followed, Renter may not be approved to use YOTO facilities in the future.