



The Open Square
*a global conference and education center
at Futures Without Violence*

Facility Usage Policy & Agreement

Facilities at Futures Without Violence (“FUTURES”) may be available to the organizations or groups holding events, which are educational and informational in nature and are related to the mission of FUTURES.

1) Facilities are not available for the following:

- a. Events which are primarily social in nature
- b. Events by organizations practicing discrimination based on race, color, religion, national origin, gender, sexual orientation, age, marital status, disability or veteran status
- c. Organizations planning to charge admission fees, make collections, seek contributions, give door prizes, promote commercial products, or sell articles or services while in the building
- d. Events which represent or promote a specific political platform, or attempt to influence specific regulations or legislation, or promote election campaigns
- e. Events which represent or promote a particular religious agenda or organization
- f. Events that may damage the FUTURES’ facilities and equipment
- g. Events on weekends or evenings: In most instances, the facilities are not available for events later than 5:00pm on weekdays or during weekends or holidays

2) Location Identification:

- a. All events held at FUTURES facility should reference **“The Open Square at Futures Without Violence”** in direction, invitation, and location description

3) Equipment, Catering and Supplies:

- a. Prior to, written permission is required to serve food, beverage or alcoholic beverages in the facility. The event organizer is responsible for all licensing, bonding requirements.
- b. Outside Audio Visual Services, Broadcasting Services, Florists, Valet Parking, Caterers, Rentals, Linens Services, Photographers and Vendors must be approved by the FUTURES. The event organizer will contract directly with the vendor(s) for these services.
- c. Prior permission is required to bring in special equipment, temporary materials, decorations, floral and plant materials, or signage.
- d. Nothing may be affixed to surfaces, furnishings or equipment owned by the FUTURES without prior written approval by FUTURES.
- e. Use of FUTURES-owned equipment, or moving existing furnishings and fixtures is not allowed without prior written approval by FUTURES.
- f. All the deliveries and pick-ups are to be made through the rear service area. No deliveries are to be made through the Montgomery street entrance of the facility. Deliveries to the 2nd floor Board room and Cultural kitchen and pick up of materials and trash will be via the rear service area and the freight elevator.

- g. Do not ship boxes/ courier items to facility at non-business hours. No deliveries accepted without prior consent.
- 4) **Safety and Protection:** FUTURES will determine based on expected attendance and other event characteristics, the number of security guards or other personnel required to maintain security, safety and protection during the event, including set up and take down. The visiting organization is responsible for independently contracting for payment of all extra security, concierge, cleaning and engineering staff required for the event.
- 5) **Seating Capacity:** The maximum seating/ standing capacity of each space must be adhered to.
- 6) **Event Representative(s):** One or more designated representatives must be present during the entire event, including delivery of materials, catering and florist deliveries, set up and take down. Large or exceptionally complex events will be required the presence of two-representatives. Press events will require a designated press contact. FUTURES' staff will not receive, store or ship materials related to independent events, and will not be responsible for materials that are shipped to the FUTURES facility.
- 7) **Charges:**
- a. See fee schedule. The rental rates are for up to eight (8) hours of use which is inclusive of caterer and client set up, the actual event, and removal of persons, personal belongings, all rental equipment and display materials.
 - b. Additional charges associated with extended hours of use of facilities, credit card payment, damage, abuse of facilities furnishings and equipment, or for additional services may be assessed. The event organizer accepts full responsibility for such obligations and the prompt and proper settlement (10 days post event and notification by the FUTURES.)
 - c. 50% deposit of total estimated rental fee is required to hold the reservation and the remaining 50% balance due 10 business days prior to the event. FUTURES will issue a final invoice with any adjustment or refund to the event organizer within ten (10) business days post event.
- 8) **Insurance:**
- a. The event organizer should maintain adequate insurance coverage during the term of the agreement for FUTURES' facilities. Prior to the event, the organizer must provide a Certificate of Insurance with Futures Without Violence named as an additional insured for the event date(s) with a coverage in the amount of at least \$1,000,000 combined single limit for bodily injury and property damage.
 - b. **Caterer's Insurance Requirement:**
 - i. Catering firm must name Futures Without Violence as an additional insured on its required liability insurance coverage and must provide a Certificate of Insurance evidencing that additional insured status as well as the following policies and minimum limits are provided. The Certificate of Insurance should disclose the full limits of coverage maintained by the catering firm.
 - ii. Commercial General Liability: No less than \$500,000 per occurrence for events with 50 guest or less; no less than \$1,000,000 for events for 50 or more.
 - iii. Liquor Liability: Coverage must be a separate policy of a separate endorsement to the Commercial General Liability policy. This coverage must be specifically noted on the Certificate of Insurance with a coverage in the amount of at least \$1,000,000 combined single limit for bodily injury and property damage must be provided. This policy must name Futures Without Violence as additionally insured.
 - iv. Automobile Liability Coverage: No less than \$250,000 per occurrence for small business; no less than \$500,000 per occurrence for standard firms.

- v. Worker's Compensation: Insurance must be maintained at the statutory limits.
 - vi. Indemnification and Hold Harmless Provisions: The catering firm must agree to indemnify and hold harmless Futures Without Violence from claims, liability, cost, and expenses arising from any negligent act or omission on the part of the catering firm, its employees or agents that are associated with the use of the facility, including injury to guests, FUTURES employees or agents, and catering firm employees or agents.
- 9) **Trash:** Event organizers will be provided with information on our trash system and agree to adhere to in FUTURES building. The trash is organized by, Waste, Recycling and Compost. Please share this information with guests/conference participants accordingly.
 - 10) **Smoking:** No smoking is allowed on the premises, near exterior doors, and windows of the facility, or in areas that otherwise prohibit such activities. FUTURES reserves the right to remove any person or impose additional fees if prohibited smoking occurs. Smoking must take place at least 100 yards away from building.
 - 11) **Animals:** Animals, except for those specifically trained to assist the disabled, are not permitted in the building.
 - 12) **Denials:** Futures Without Violence reserves the right to deny the use of its Facilities to any person or organization at any time and to deny the continued use of said facilities to any user who does not comply with FUTURES policies and procedures.
 - 13) **Cancellation by Visiting Organization:** A notice of cancellation is required for all events. The cancellation of a booking 15 business days or less prior to the event will forfeit deposit. 7 days or less prior to the event will be charged 100% of the full rental fee. Cancellations must be made in writing via e-mail or fax.
 - 14) **Pre-Event Walk-Through (required):** A pre-event walk-through with a FUTURES staff person is required no later than thirty (30) days prior to the event that includes the caterer and event planner and other major subcontractors.
 - 15) **Post-Event Walk-Through (required):** Complete removal of event and personal belongings from all rented areas is required, including removal of all specially rented furnishing and/or equipment by the event organizer. A post-event walk-through with a FUTURES staff person is required at the close of the event. If FUTURES finds the clearance to be inadequate or excessive property damage, special maintenance services will be contracted by FUTURES and billed to event organizer.
 - 16) **Hours of operations:** 9:00am – 5:00pm M-F, prior authorization required for other hours.
 - 17) Do not leave material in the building after an event. FUTURES will not be responsible for items left.
 - 18) FUTURES does not supply linens, signage material, tape, office supplies, or other equipment etc.
 - 19) Copying service is not available.
 - 20) Telephone is not available.
 - 21) Water service is not available.
 - 22) **Indemnification:** The event organizer agrees to indemnify, defend, and hold harmless FUTURES from and against any and all liability for loss, damage, or expenses (including, without limitation, reasonable attorney's fees) suffered by or asserted against FUTURES as a result of the activities of the event organizer under or related to this Agreement. The indemnity given by the event organizer pursuant to this paragraph shall survive the expiration or termination of this Agreement.

2018 RENTAL RATES & FEES

(Business Hours: 9:00 am – 5:00 pm, Monday – Friday)

**Weekend/Holiday/Evening rental is contingent on staff availability

	Week days (M-F, 9am-5pm)	Evening (3pm-10pm) Weekend and Holiday (9am – 5pm)	
Open Square	1,250	2,200	NonProfit
	1,700	3,300	Corporate
Breakout (large, add-on to OS)	250	300	NonProfit
	300	500	Corporate
Breakout (small, add-on to OS)	100	150	NonProfit
	150	250	Corporate
Breakout (large, stand-alone)	250	unavailable	NonProfit
	300	unavailable	Corporate
Breakout (small, stand-alone)	100	unavailable	NonProfit
	150	unavailable	Corporate
Exhibit 1 (as add-on)	300	400	NonProfit
	400	600	Corporate
Exhibit 2 (as add-on)	400	500	NonProfit
	500	800	Corporate
Exhibit 3 (as add-on)	1,000	1,500	NonProfit
	1,500	2,500	Corporate
Exhibit 1 (stand-alone)	300	unavailable	NonProfit
	500	unavailable	Corporate
Exhibit 2 (stand-alone)	400	unavailable	NonProfit
	700	unavailable	Corporate
Exhibit 3 (stand-alone)	1,000	unavailable	NonProfit
	1,500	unavailable	Corporate

* Rates include Wi-Fi (up to 25 devices), conference tables (25) and conference chairs (160), and basic AV system in Open Square and large Breakout rooms.

* For time over or outside of rate schedule hours, an additional pro-rated rental rate for each half hour will apply.

* Credit card processing fee will be assessed if payment is made by credit card

* Tech Support is available during regular business hours on weekdays and billed at \$100 per hour. The weekend and evening availability is reviewed on a case-by-case basis and billed at a special rate. ** FUTURES does not support or held responsible for content creation or creative aspects for event programming, including editing Power Point or Keynote presentations, pictures or video.

Special Fees & Services

Cleaning Fee (per day)

w/ catering or self catering
no catering (no food/drinks)

\$100-300 per room
\$50-150 per room

ACKNOWLEDGEMENT & AGREEMENT

I, _____, representative of _____
acknowledge receipt of FUTURES facility rental policy and fees, and agree to adhere to the terms and conditions set forth in this agreement on (Date) _____