

**KIVA, BOARD ROOM & DANCE STUDIO
USAGE POLICY**

A \$500,000 general liability insurance policy rider is required by the user. The rider must name the Junior League of Tucson, Inc. as additionally insured. The rider must cover the time period from when the key is picked up through the end of the use period. There is a \$50 replacement fee for each lost key.

The room usage fee is as follows:

(Please include your set-up & clean-up time)

**KIVA
(Accommodates 200)**

<u>Hours Used</u>	<u>Non-Profit</u>	<u>For-Profit</u>
<input type="checkbox"/> 1-3 hours	\$125	\$175
<input type="checkbox"/> 4-5 hours	\$150	\$225
<input type="checkbox"/> 6 or more	\$175	\$275

**BOARD ROOM
(Accommodates 50)**

<u>Hours Used</u>	<u>Non-Profit</u>	<u>For-Profit</u>
<input type="checkbox"/> 1-3 hours	\$75	\$80
<input type="checkbox"/> 4-5 hours	\$100	\$125
<input type="checkbox"/> 6 or more	\$125	\$150

**DANCE STUDIO
(Accommodates 15)**

<u>Hours Used</u>	<u>Non-Profit</u>	<u>For-Profit</u>
<input type="checkbox"/> 1-3 hours	\$60	\$85
<input type="checkbox"/> 4-5 hours	\$85	\$110
<input type="checkbox"/> 6 or more	\$110	\$135

APPLICATION PROCESS

One month advance notice is recommended for the application, approval and scheduling.

Completed Application and Hold Harmless Agreement needed to reserve room. Approval is the responsibility of the JLT Office Administrator or the Headquarters/Property Chair.

The Insurance Policy Rider, Hold Harmless Agreement, Application and User Fee must be received by the Junior League 10 days prior to the event.

Keys for the Room are available at the Junior League office during business hours 10am to 3pm Monday through Thursday. Key Contract and Key pickup arrangements are made with the JLT Office Administrator. Keys must be returned to the Junior League upon completion of event. There is a \$50 replacement fee for each lost key.

JLT BUSINESS OFFICE USE INSURANCE: _____ USAGE FEE: _____ HOLD HARMLESS SIGNED: _____ KEY CONTRACT: _____ ALARM INSTRUCTIONS: _____
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RENTER INFORMATION

Name of Organization

Contact Person

Contact Phone

Contact E-mail

Date(s) Requested

Hour(s) Requested

Event or Purpose of Meeting

Number of People Expected

HOLD HARMLESS
AGREEMENT

For and in consideration of the use of the
premise hereinafter described,

(Room User)

agrees to indemnify and hold free and harmless
the Junior League of Tucson, Inc., (hereinafter
“Owner”) from and against all costs, expenses,
losses, indebtedness, liabilities, damages and
attorney’s fees arising out of or in any way
relating to the assertion by any person of any
claim (whether or not well founded), demands,
causes of action, controversies, obligations or
liabilities in connection with or in any way
relating to the use of Owner’s property by User
located at 2099 East River Road, Tucson, AZ
85718.

User Representative Signature

User Representative Name Printed

Title

Date

KIVA, BOARD ROOM & DANCE
STUDIO
USAGE RULES

Chairs and tables are available for use.

Turn off all lights and switches when
leaving.

Parking is available in the back lot via
Camino Escuela.

Smoking is not permitted in the building.
Cement ashtrays are provided on the patio.

Only service animals are permitted.

Use of the telephone for incoming calls is
not permitted. Only local emergency
outgoing calls are allowed.

*Before leaving, each user is responsible for
clean-up of materials and trash. The user
must make sure that the
Check List for the room has been
reviewed and completed. Arrange the
furniture and equipment as listed and
shown on the room Check List.*

*Verify that all doors are locked and
facility is secured and that everyone has
left safely.*

*Drop keys through mail slot of the
Business Office South door upon
departure.*



The Junior League of Tucson, Inc.
Women building better communities.

2099 E. River Road
Tucson, AZ 85718

Office: (520) 299-5753
Fax: (520) 620-5591
Email: admin@jltucson.org

The Junior League of Tucson, Inc. is an
organization of women committed to
promoting voluntarism, developing the
potential of women and improving
communities through the effective action
and leadership of trained volunteers. Its
purpose is exclusively educational and
charitable.

The Junior League of Tucson, Inc. reaches
out to women of all races, religions and
national origins who demonstrate an
interest in a commitment to voluntarism.

The headquarters was given to the Junior
League of Tucson, Inc. by Helen
Murphey. The Junior League is proud to
share its facility with the community.

www.juniorleagueoftucson.org