



Facility Use Policy

Reservations/Payment

- A. We request that all reservations be made three weeks in advance of the scheduled event
- B. Space is reserved when the Facility Rental Agreement form has been signed and the credit card authorization form has been submit
- C. Payment must be made in full a minimum of seven days prior to event. Unless otherwise noted or agreed upon, the credit card number provided will be charged for the full rental fee seven days in advance of the scheduled event
- D. Rental periods shall be for a minimum of two hours and may only be rented in full hour increments
- E. Rental times shall include set up and tear down time
- F. NOCO Humane reserves first priority in scheduling organizational events, trainings and meetings
- G. NOCO Humane reserves the right to refuse rental to any party that conflicts with the organization's mission, vision, values, or to affiliates of any political organizations
- H. A credit card number must be included on Facility Rental Agreement form to cover any potential damages, regardless of the rental fee payment method

Rental Space/Equipment

- A. No tape, pins, tacks, wires, screws or other objects that leave permanent holes or marks are to be used on walls, floors, ceilings or furniture. Only painters tape or post it notes can be used on walls, etc.
- B. No open flames are permitted
- C. Glitter, confetti, or any other large quantity of decor smaller than 1" are not permitted
- D. If using the whiteboard, the renter may only use the markers and cleaning solution provided
- E. Partition walls and or/exterior bi-fold doors may only be moved by NOCO Humane staff

- F. Thermostat and programmable lighting may only be adjusted by NOCO Humane staff
- G. No equipment, tables, chairs, etc may be taken outside of the rental space without prior approval by NOCO Humane staff
- H. All items brought into the facility must be removed by the renter at the end of the rental period
- I. At the end of the rental period, the room must be restored to its original condition and arrangement as outlined in “reference guide”. If the room is not left in satisfactory condition, there is damage done to the building, furniture, or equipment, a minimum charge of \$100 will automatically be levied
- J. Additionally, the renter assumes the following responsibilities:
 - Counters, tables, and any spills on walls should be wiped down
 - Floors should be swept
 - Whiteboard should be cleaned
 - All trash should be put in provided bins, or bagged and beside trash bins in the event of overflow – no liquid should be poured into trash bags
 - NOCO Humane will provide broom, dustpan and trash bags/bins

Food and Beverages

- A. Outside food and beverages are allowed
- B. Alcoholic beverages may be served pursuant to the following conditions:
 - The event is private, and not open to the public at large
 - Alcohol must be served free of charge
 - Renter attests that they are qualified under the [Loveland Municipal code](#) to serve alcohol without a special events permit

Cancellations and Refunds

- A. Notice of cancellation must be received eight days or more in advance of reserved event date
- B. Renters may receive a full refund eight days or more prior to the rental date. If the event is cancelled within seven days or less of the of reservation, no refund will be issued
- C. Allow three weeks for refund processing

Building Policies

- A. NOCO Humane is not responsible for lost or stolen articles
- B. NOCO Humane is a smoke-free campus - smoking is not allowed anywhere on the premises
- C. Children must be supervised by a parent or responsible adult at all times
- D. No renter shall have access to the adoption hallway or intake lobby when areas are closed to the public, unless given permission by NOCO Humane staff.
- E. NOCO Humane shall not be responsible for injury or damage to persons, pets or property occurring during, or arising out of occupancy and use of the building or grounds by the renter. The renter agrees to hold NOCO Humane harmless from liability on account of any injury or damage arising out of such use.

Animals

- A. Companion animals are allowed on a case-by-case basis, and require prior approval by NOCO Humane staff.
- B. In the event that animals are in attendance, all animals must enter through exterior Community Room entrances.