



Safe Haven Community Center Reservation Form



The Safe Haven Community Center is operated by the City of Hammond Grants Department and partners BRACES, the Hammond Weed & Seed Committee, and the Magnolia State Peace Officers Association. Facilities are intended for use by individuals and organizations working to better the community. Use is requested by completing this form and submitting the signed original to **Grants Department, 310 E Charles St, PO Box 2788, Hammond LA 70404-2788** at least **10 days** prior to an event/activity. For additional information, call 985-277-5650.

Organization and Event/Activity Information

<u>Organization</u>	<u>Point of Contact (POC)</u>		
<u>Organization/POC's Mailing Address</u>	<u>City</u>	<u>State</u>	<u>Zip Code</u>
<u>POC's Telephone</u>	<u>POC's E-mail Address</u>		
	<u>Alternate Point of Contact (Alternate)</u>		
<u>Alternate's Telephone</u>	<u>Alternate's E-mail Address</u>		
<u>Event/Activity Description</u>			

Number of People Expected _____ Recurring Event/Activity Yes No
 No more than **40** people may occupy the building at the same time. Recurring events may NOT exceed **3 months** per Reservation Form.

Arrival Time, Day, and Date Departure Time, Day, and Date
 Arrival Time is the time doors will be unlocked. Departure Time is the time doors will be locked.

Facilities Requested

- | | |
|---|--|
| <input type="checkbox"/> Meeting Room (20' x 26' 8") | <input type="checkbox"/> Copier |
| <input type="checkbox"/> Lab (10' x 13') | <input type="checkbox"/> Projector |
| <input type="checkbox"/> Northwest Office (9' 8" x 13') | <input type="checkbox"/> Wi-Fi |
| <input type="checkbox"/> Northeast Office (12' x 13') | <input type="checkbox"/> Storage |
| <input type="checkbox"/> Southeast Office (12' x 13') | <input type="checkbox"/> Keyless Access |
| <input type="checkbox"/> Kitchenette (8' x 10') | <input type="checkbox"/> Special Accommodations: |
| <input type="checkbox"/> Male & Female Restrooms (6' x 7' each) | _____ |
| <input type="checkbox"/> Waiting Area (14' 6" x 6' 8") | _____ |

Acknowledgements

RESERVEE (the Organization/POC/Alternate identified above) acknowledges that, if this request is approved, 1) RESERVEE will be responsible for the proper use of the Safe Haven Community Center during the event/activity described above; 2) at the conclusion of this event/activity, RESERVEE will return facilities to their condition prior to the event/activity and remove all brought items from the premises; 3) RESERVEE understands that, at any time, PARTNER (the City of Hammond Grants Department, BRACES, Hammond Weed & Seed Committee, or Magnolia State Peace Officers Association) may inspect facilities to verify their proper use and that PARTNER is not responsible for brought items; 4) RESERVEE agrees to indemnify and hold harmless PARTNER from any and all claims, damages, liabilities, and/or expenses arising out of a) RESERVEE's use of facilities and/or b) any act, omission, and/or negligence of RESERVEE or RESERVEE's guests; 5) RESERVEE releases PARTNER from liability for any and all damages sustained by RESERVEE or any person claiming by, though, or under RESERVEE due to a) facilities or any part thereof or any appurtenances thereto becoming out of repair, b) the happening of any accident, including, but not limited to, any and all damage caused by water, snow, hail, ice, wind, gas, steam, security or fire alarms, fire, fire extinguisher, electrical wiring and/or devices and/or appliances, plumbing, heating, ventilation, and/or air conditioning; and/or c) any acts or omissions of third parties; and 6) RESERVEE will not share any Wi-Fi, Keyless Access, Alarm, or Other passcode assigned to RESERVEE or use this passcode to permit access to the Safe Haven Community Center or its facilities to any person not attending RESERVEE's event/activity.

<u>POC's Signature</u>	<u>Date</u>
<u>Alternate's Signature</u>	<u>Date</u>

Grants Department Use Only

<u>Received by</u>	<u>Date</u>
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	

Remarks/Reason Denied

Passcodes

<u>Wi-Fi Passcode</u>	<u>Keyless Entry Code</u>	<u>Alarm Code</u>	<u>Other</u>
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