

# WEST HOLLYWOOD GATEWAY COMMUNITY ROOM POLICY



## COMMUNITY ROOM POLICIES MUST BE READ AND A RESERVATION REQUEST FORM MUST BE APPROVED BY THE DIRECTOR OF SECURITY PRIOR TO START OF SCHEDULED EVENT

West Hollywood Gateway, herein referred to as WHG, provides meeting room space for public use. WHG Community Room is located at 7100 Santa Monica Boulevard, Suite 152, West Hollywood, California 90046. Reservations available during the following hours: **Monday – Sunday; 8 am to 7 pm**

**ONLY ONE RESERVATION CAN BE SCHEDULED AT A TIME.**

**A RESERVATION CAN ONLY BE BOOKED 30 CALENDAR DAYS IN ADVANCE**

**ADDITIONAL RESERVATIONS CAN BE MADE THE FOLLOWING BUSINESS DAY AFTER THE SCHEDULED RESERVATION OR IF THE SCHEDULED RESERVATION IS CANCELLED.**

**EXAMPLE: IF A RESERVATION IS SCHEDULED JANUARY 6, A NEW RESERVATION CANNOT BE SCHEDULED UNTIL JANUARY 7.**

**The West Hollywood Gateway Community Meeting Room** is a room with no fixed furniture, which can accommodate approximately 80 people depending on seating arrangements. There are some general rules that you should be aware of concerning the use of the Community Room:

- ☀ Meetings in the Community Meeting Room need to be open to the general public and cannot charge (either by membership fee or admission charge).
- ☀ Meetings in the Community Meeting Room must be either arts and culture related or educational or support in nature.
- ☀ Food and drink are allowed in the Community Meeting Room but you are responsible for all damages.
- ☀ Applicant is responsible for any damages to equipment or property. If it is determined that damage to the room beyond normal and customary wear and tear has occurred, an invoice will be issued to the applicant and use of City and WHG facilities may be suspended.
- ☀ City sponsored classes and events have priority over all other activities. WHG may revoke any previously approved activity that conflicts with City sponsored classes, meetings, events, etc.
- ☀ WHG Management reserves the right to change, cancel or revoke reservations for the Community Room. If there are changes or cancellations, management will provide the affected organizers as much advance notice as possible.
- ☀ WHG does not endorse or promote any meeting-room group, their policies or beliefs.

Here are the rates for the WHG Community Meeting Room (CMR). If you are unsure of your residency please check your address against this list: [www.weho.org/streets](http://www.weho.org/streets)

Rate Type	First Hour	Each Additional Hour
Resident Commercial	\$75	\$25
Non-Resident Commercial	\$200	\$35
Non-Resident Non-Profit	\$100	\$35

For Resident Non-Profit Organizations, the rental fee is waived (You must submit your paperwork proving 501c status. Residents must provide proof of residency such as a lease, property tax bill or utility bill.

Payment must be in check or money order.

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## POLICIES/INSTANCES IN WHICH FEES MAY INCUR:

- ✱ **CANCELLING:** If you need to cancel your reservation, please call (323) 785-2560 (8:30 am - 5:00 pm, Mon-Fri).
- ✱ **HOURS OF OPERATION:** Individuals and groups may not enter the Community Room before opening or remain in the building after closing, unless special arrangements have been made at least 24 hours before a meeting takes place. A one-half hour extension before opening or beyond closing will be made subject to availability of security personnel.
- ✱ **CLOSING TIME:** All users must vacate the Community Room by closing time (see hours above). Users are expected to leave promptly unless previous arrangements have been made.
- ✱ **EQUIPMENT:** All equipment arrangements (e.g. projectors, televisions, etc.) must be secured by event organizers. WHG will not be held responsible for damages or loss of equipment provided by organizers for their specific event.
- ✱ **DAMAGE/MESS:** Excessive cleanup by WHG maintenance staff will incur a charge of \$100, to be determined on a case-by-case basis by Management. Rooms should be left in a clean and orderly condition. We ask that attendees of all ages extend courtesy to WHG staff and patrons by tidying up the area before leaving.

## ADDITIONAL RULES:

- ✱ Any publicity prepared by an organization concerning its meetings (news releases, brochures, flyers, public service announcements, etc.) must carry the name and phone number of the organization sponsoring the meeting. WHG may NOT be identified as a sponsor, nor may the telephone number be used as a contact number for the organization.
- ✱ WHG staff members cannot take telephone messages for any person attending a meeting. In case of emergency, security personnel will contact the attendee.
- ✱ Do not affix items to walls, ceilings or any other piece of WHG property without prior approval by Management.
- ✱ **Checks and Money Orders should be made payable to CLPF West Hollywood LP** and may be mailed in advance or given to the Property Management Office, Parking Level P1, Suite 70, from 9 a.m. to 5 p.m. Monday through Friday. **Do Not Mail Cash.**
- ✱ A parent or guardian must accompany children at all times.

## PARKING:

Parking validations for Community Room usage require purchasing vouchers from the ABM Parking Office on P1 at Formosa entrance/exit. Please call them directly to arrange any special parking deals you may need: **ABM Parking Phone - (323) 785-2567.**

- ✱ Parking Fees are set by AMPCO Parking and are non-negotiable.
- ✱ Event organizers may purchase validations for attendees prior to event. First hour is free

## EQUIPMENT:

- ✱ Equipment and technical hookups are to be provided by event organizers.
- ✱ Room Accommodations: chairs (classroom-style w/ writing surface) and dry-erase board.

**Please make sure to fill out a Community Room Request Form completely and email to [info@westhollywoodgateway.com](mailto:info@westhollywoodgateway.com)**

Applications will not be accepted in person or by fax.



## COMMUNITY ROOM RESERVATION FORM

The Community Room is located in the heart of the Gateway. West Hollywood Gateway is proud to provide a Community Room to retail tenants, City of West Hollywood residents, and surrounding community members. Please see the Community Room Policy for applicable rates.

West Hollywood Gateway makes every effort to accommodate your requests and provide a meeting room on the desired date and time. **PLEASE NOTE THAT ONLY ONE RESERVATION AT A TIME MAY BE HELD FOR YOU.** If you would like to secure the meeting room, please complete this form and email to the address listed within the Community Room Policy:

West Hollywood Gateway, 7100 Santa Monica Blvd., Ste. 70, West Hollywood, CA 90046, tel. (323)785-2560

**NOTE:** PLEASE ACCESS THE ROOM FROM THE GARAGE THROUGH THE BEVMO!/ ULTA ELEVATOR – STOP AT 1<sup>ST</sup> FLOOR – TURN LEFT FOR COMMUNITY ROOM OR FROM SANTA MONICA BLVD THROUGH THE HALLWAY BETWEEN JERSEY MIKE'S SUBS AND CRAZY ROCK'N SUSHI.

COMPANY NAME \_\_\_\_\_

CONTACT \_\_\_\_\_

EMAIL \_\_\_\_\_

ADDRESS 1 \_\_\_\_\_

ADDRESS 2 \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_

ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

FAX \_\_\_\_\_

MOBILE PHONE \_\_\_\_\_

TYPE OF MEETING/EVENT: ☐ COMMUNITY MEETING ☐ WORKSHOP ☐ GROUP GATHERING ☐ SOCIAL EVENT

☐ OTHER (PLEASE SPECIFY): \_\_\_\_\_

DAY OF MEETING: ☐ MONDAY ☐ TUESDAY ☐ WEDNESDAY ☐ THURSDAY ☐ FRIDAY ☐ SATURDAY

DATE REQUESTING (SUBJECT TO AVAIL.): \_\_\_\_\_

TIME: (SUBJECT TO AVAIL.): \_\_\_\_\_

☐ AM  
☐ PM

TO: \_\_\_\_\_

☐ AM  
☐ PM

Start Time

End Time

ANTICIPATED ATTENDANCE: \_\_\_\_\_

(NOTE: 55 PERSONS – CLASSROOM STYLE SETTING)

PARKING VALIDATIONS ARE AVAILABLE FOR PURCHASE AT THE PARKING OFFICE

(PLEASE REFER TO ROOM POLICIES FOR VALIDATION PRICING AND INFORMATION)

COMMENTS/SPECIAL REQUEST: \_\_\_\_\_

**WAIVER OF LIABILITY:** By signing this document, I agree that CLPF- West Hollywood LP c/o West Hollywood Gateway shall not be liable for any use to which the premises are put by this organization, or any damage either to person or property because of any injury, loss of life, loss or damage to or total destruction of merchandise or property resulting from such use. All personal property on the premises shall be there at the risk of the organization, and CLPF- West Hollywood LP c/o West Hollywood Gateway shall not be liable for any damage thereto or the theft thereof. I have received and read the community room policies, and as a representative of the organization requesting meeting room use, I agree to abide by these policies and give waiver of liability. By acting as the representative, I understand that I may be held responsible for charges or damages incurred by the organization.

REPRESENTATIVE SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**OFFICE USE ONLY:**

RESERVATION:

☐ APPROVED

☐ NOT APPROVED

☐ RESCHEDULED

PAYMENT REQUIRED ☐ NO ☐ YES, PAID \$ \_\_\_\_\_

LEAD SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_