

# Center for Spiritual Living Tucson

## Use of Center Facilities

### Policy:

The Center for Spiritual Living Tucson (hereafter called the “Center”) recognizes that its outreach and ministry can be increased by providing the use of its physical facilities in support of its own programs and groups as well as other organizations and programs within the community. Authorized events and programs must be congruent with Center philosophies. The intent of this document is to establish consistent requirements for the use of Center facilities.

- All groups desiring to use Center facilities must confirm acceptance of the rules established in this document.
- All required application forms must be submitted to and approved by the Board of Trustees or its designated agent.
- Payment of any deposits and/or fees may be required before use of the facility may begin.
- Renewal of permission to use the Center facilities will depend, in part, upon satisfactory compliance with the stated requirements.
- Groups or individuals using the facilities on a regular basis must renew their application each year.

The using group shall be held responsible for all loss or damage to Center property during periods when it is using the facilities. Permission to use Center facilities or equipment shall not include liability on the part of the Center for property damage or personal injuries resulting from user-group activities.

The Board of Trustees of the Center for Spiritual Living Tucson reserves the right to accept or deny requests for use of Center facilities and to cancel or modify established agreements in the Center’s best interests regarding property management, requirements for use of the facilities for Center activities (which shall always have priority), and Center relationships with governmental regulations.

# Center for Spiritual Living Tucson

## Rules:

No alcohol may be served at any Center for Spiritual Living Tucson function or its facilities unless prior approval is obtained from the Board of Trustees. Alcohol may not be served to minors.

Smoking is not permitted.

Use of decorations requires prior written approval.

Use of the facility after 10 p.m. requires prior written approval.

No equipment or facilities shall be added, modified, moved, or removed without prior written approval.

Deposits and fees charged are negotiated on an individual basis.

Parking is not allowed on the street outside the facility.

Setup and putting away of seating and other arrangements are the responsibility of the user-group, and must be coordinated with the facilities manager.

User-groups are responsible for leaving the facility in a clean condition, this includes (as appropriate):

- Furniture and equipment returned to customary positions
- Any spills cleaned up
- Kitchen left in clean condition
- Dishes washed and put away
- Floors swept
- Waste baskets emptied into the trash bin
- Bathrooms left in clean condition
- Patio and yard left in clean condition
- Windows and blinds closed and locked
- All interior lights turned off
- Heat and/or cooling returned to non-use setting
- Doors locked