



*We're Here for You.*

[www.desertvalleys.org](http://www.desertvalleys.org)

P.O. Box 367 ■ Ridgecrest, CA 93556 ■ phone 760-446-3500 ■ fax 760-446-6904

## COMMUNITY RESOURCE CENTER (CRC)



Thank you for expressing interest in using our Community Resource Center for your event. Our mission is to provide facilities for community events that promote ideals and values consistent with those of Desert Valleys FCU.

Our facility is located at: 100 E. Ward Ave, Suite#B  
Ridgecrest, CA 93555.

Please call the Credit Union (760-446-3500) or email us at [info@desertvalleys.org](mailto:info@desertvalleys.org) to check availability or schedule an appointment to view the facilities.



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## COMMUNITY RESOURCE CENTER – USAGE AGREEMENT

Date \_\_\_\_\_

Organization: \_\_\_\_\_

Representatives Name and Phone number:

\_\_\_\_\_

Describe Nature of the Event:

\_\_\_\_\_

Date Requested for Building Use \_\_\_\_\_

Time Requested \_\_\_\_\_

Size of Group \_\_\_\_\_ (maximum occupancy 40 people)

Will there be food preparation involved?

YES \_\_\_ NO \_\_\_ Catered \_\_\_ Cooking \_\_\_ Refreshments \_\_\_\_\_

Desert Valleys FCU Member YES \_\_\_\_\_ NO \_\_\_\_\_



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## COMMUNITY RESOURCE CENTER - FEES

Fees for Building Use are listed below. The fees cover utilities and maintenance. Fees are due at the time the request is approved. Room reservations will be made after this agreement is signed and fees are paid.

*\$100 ----- For building use*

*\$25 towards utility cost and maintenance*

*\$75 towards a charity of your choice*

*Non-profit community groups can submit a request to waive the \$75.00 Charity Donation.*

*\$50 ----- Refundable Deposit:*

*\$25.00 Key/Code*

*\$25.00 Cleaning fee for groups serving food*

*These fees are refundable if the requirements attached are met.*



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## **CRC PROCEDURES FOR GENERAL USE EVENTS**

We understand and agree to obey the following rules as we use the credit union facilities:

1. We relieve Desert Valleys Federal Credit Union of liability for any injuries that may occur on credit union property.
2. Any questions should be directed to the CEO, Eric Bruen, of Desert Valleys FCU. Diagrams for set up should be sketched and turned into the credit union no later than 72 hours before the event.
3. Desert Valleys FCU is a smoke free environment.
4. All food and drinks are to be kept inside the requested room.
5. No screws or nails may be driven into the building. No items may be attached to any part of the building or grounds in a manner that will cause damage.
6. Each group accepts full responsibility for any damage(s), and will report it to the credit union the next working day after use of the building. Emergencies should be reported immediately to (818) 636-4069.
7. All children are to be supervised by at least two responsible adults.
8. Tables, chairs and counters are to be wiped down, trash is to be emptied and disposed of into the dumpster outside, bathroom is to be checked and floors vacuumed if needed. Especially when food is being served at the event. (The \$25.00 Cleaning deposit will be refunded upon approval)
9. The building is to be locked and armed when leaving. Drop the key and code into the night drop box located at the front of the building immediately after the event in order to receive your \$25.00 key/code fee refund.

Sign and date below; keep a copy for your records.

Agreement becomes null and void if payment is not received within 15 days of reservation approval. Desert Valleys reserves the right to cancel the requested space within 24 hours of the event.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Payment Submitted: \$ \_\_\_\_\_