

Dar a Luz Health Center
Facility Usage Agreement (Rev. 3/2026)

Dar a Luz Birth & Health Center (DBA Dar a Luz Health Center) (DaL) is pleased to have facilities available for use by the community. To ensure that your use of our facility is successful and enjoyable, please review the following policies and procedures.

Name of Responsible Individual ("User") _____

Name of Organization or Business (if applicable) _____

Address _____

Phone Number _____ Email _____

Date(s) of scheduled event _____ Expected number of participants _____

Start time of event (including set up) _____ End time of event (including clean up) _____

*If this is a recurring event, please describe: _____

What special arrangements or equipment will be needed? _____

_____ (INITIALS) I agree to allow DaL to post this event on their website and / or social media. I understand that I

am responsible for the creation of and advertising for my event and that DaL will only share what I send.

Terms of use:

The User agrees to monitor guests and the facility carefully. This includes, but is not limited to:

General:

- You are responsible for setting up, cleaning up and resetting the facility to the same state it was in prior to your activity.
- You are responsible for all actions of your employees, agents, and guests while at the DaL facility, and will restrict access to only those areas of the facility necessary for your activity.
- You may not permit any actions that are illegal, potentially harmful, or may damage the facility.
- Any tables, chairs, audio-visual equipment, and other items provided by DaL under this Agreement are clean, turned off, and returned to their original location.
- Decorations and signs are to be put up with tacks on cardboard or on easels only.
- DaL is not responsible for User's equipment or supplies left on its premises after User's event.
- DaL is a non-smoking facility. No smoking/vaping is permitted anywhere on property including parking lot. No weapons of any kind are allowed on DaL property. Absolutely NO GUNS except for ON-DUTY law enforcement. You are responsible for communicating that with your attendees.
- DaL does not permit alcohol to be sold, provided, or consumed in connection with use of its facilities.
- If agreed to, DaL will post this event to their website and / or social media / at the center. It is your responsibility to market your event, host registrations, and collect payment on your own platform.

Specific:

- **Access to space:** A DaL staff member will meet you at time specified in the agreement and will be responsible for opening and closing the space. Please allow ample time in the agreement for set up and clean up. You agree to leave and have attendees leave the center by the specified end time; if you go over the agreed amount of time, you will be subject to additional rental fees in 15 min increments.
- **Heating/Cooling:** Please do not adjust the heat or A/C. There is an overhead fan and additional room fans that can be used to move air through the class area. Heat and A/C are both set to 74 degrees.
- **Internet:** You may use the DaL internet connection as our guest. You may sign on as "Dar a Luz guest," using the password "daraluzguest"
- **Audio Visual Equipment:** Audio-Video equipment is available for a \$25 fee and allows for connection to most Apple or PC computers.
- **Food and drink:** Food and drink must stay in the Education Space and must be thoroughly cleaned up before leaving. Health Center food and beverages in the refrigerator are for DaL clients only. Granola bars may be purchased by attendees during education classes with a donation to the cash box for \$1 each. If attendees have brought or consumed food during class, you are responsible for emptying the trash in the kitchen to the outdoor trash can.
- **Kitchen:** Any kitchen items are cleaned and returned to their original location and the kitchen counters and floor are clean.
- **Bathroom:** Attendees are welcome to use bathroom facilities, and User agrees to make sure bathrooms are in neat order before leaving. **This includes removing any food trash or dirty diapers from the bathrooms.**

- **Clinic rooms, lab, and provider office:** Unless outlined in this agreement, attendees are NOT permitted in any of the other spaces in the center unless they are on an accompanied tour by a DaL staff member.
- **Library space:** Books and videos are available for browsing but may be checked out only by DaL clients.

Further, you agree DaL is not liable for any damage or injury to you, your employees, agents or attendees while at the facility, and you indemnify and will make DaL whole, within reason, for any theft, damage, or other injury incurred by DaL, its employees, guests or agents that result from your use of the facility. You may not allow any other group to use the facility without our permission. Dar a Luz Health Center may terminate this agreement if, in its sole reasonable judgment, it is not in its best interest to continue it.

Payment (2 hour minimum is required):

1-5 registered participants: \$50/hour

6-10 registered participants: \$75/hour

11-15 registered participants: \$100/hour

16 or more registered participants: price to be determined.

- A deposit of **\$100** is due at the of signing this agreement and should be paid to Dar a Luz Birth & Health Center. This space rental agreement is not considered in effect until signed and the deposit is paid.
- A DaL staff member will confirm the registered number of participants the day of the event to calculate the hourly rate fee in the event there is an increase in the number of attendees.
- The remaining balance may be paid by cash, check (returned check fee of \$50 in addition to balance), or credit card (+3% processing fee).
- There is no tax added to our space rental fees. You are responsible for any taxes you may need to charge your participants.
- If the event is canceled within **24 hours of the signing of the agreement**, 100% of the deposit will be refunded.
- If the event is canceled greater than 72 hours before the event, 50% of the deposit will be returned.
- If the event is canceled less than 72 hours before the event, the deposit is NON-REFUNDABLE.
- A portion of the deposit may be applied to a future event if rescheduling is possible.

____INITIALS: I understand and agree to the above payments terms including the deposit and change in rental amount depending on the number of attendees.

I, _____, understand and agree to the terms outlined in this agreement.

Signature: _____ Date: _____

Accepted by Dar a Luz Health Center employee: _____

Signature: _____ Date: _____

FOR INTERNAL USE ONLY:

Host staff member: _____ Back-up staff member _____

- Agreement signed
- At time of signing: \$100 Deposit received by cash, check, or credit card (Circle which form of payment)
- 48 hour check-in prior to event: Confirm # _____ of attendees registered and additional financial expectation, if any.
- On day of event: Balance received by cash, check, credit card

_____ hours # _____ people attended at rate of \$ _____ per hour= _____ - \$100 deposit+ \$ _____ balance due