



“SPOT’S COMMUNITY ROOM” RENTAL GUIDELINES

PROCEDURE FOR HOURLY ROOM RENTAL

- Please call Heart of the Valley at (406) 388-9399, option 0 for information on room availability.
- Room rental payments must be received before any room use.
- Tables and chairs are available for use if necessary and are located in Spot’s community room.
- Smoking is prohibited inside the building of Heart of the Valley.
- Heart of the Valley will not provide any food, drinks or transportation for the event.

GUIDELINES

Rental Periods

1. Rooms are rented in one hour increments only. Portions of an hour count as an hour. The Shelter closes at 5:30 p.m., at which time all guests will be limited to Spot’s Community Room area, until 9:00 p.m., when the Shelter must be completely vacated of all guests.
2. Renters must clear the room of all belongings, furniture and people so the room is available on the half hour for the next renters.
3. If the room is not left in satisfactory condition, a minimum charge of \$100.00 will be automatically levied.

Furniture

1. Tables and chairs are available in a closet located within Spot’s Community Room. If HOV staff is contracted to set up furniture or if furniture has not been returned to its proper storage at the conclusion of the event/meeting, an additional \$15.00 fee will be assessed.
2. There is a small kitchen available adjacent to Spot’s Community Room.
3. Please do not use tacks or nails on the walls.

Security

1. If event is scheduled to occur past HOV’s regular operating hours, renter will be guided through security procedures to lock the facility and secure the Community Room wing.

Reservations/Payment

1. Space is reserved when a rental agreement has been signed and payment has been made.
2. Payment must be in the form of cash, credit card or a check payable to Heart of the Valley Animal Shelter. A \$15.00 fee will be charged for all returned checks. Receipts will be provided to renter if requested. Companion animal groups will not be assessed a rental fee.
3. Credit card number must be included on reservation form to cover any potential damage to the room or furniture. Card will not be charged if room is left in satisfactory condition.

Cancellations/Refunds

1. Notice of cancellation must be given in writing at least 1 week (7 days) in advance of the date reserved.
2. With proper notice of cancellation, a refund may be made.
3. Allow two weeks for refund processing.

Heart of the Valley Building Policies

1. Smoking is prohibited within the building, including Spot’s Community Room.
2. Heart of the Valley is not responsible for items lost or stolen from the Shelter premises and grounds. Check with the HOV Front Desk regarding lost and found items.
3. Tenant shall be responsible for compliance with all rules and regulations governing use of Spot’s Community Room, and for any and all damage to the building, equipment, or grounds, and agrees to clean up the premises after each use and to leave the premises in good order and repair.
4. Heart of the Valley Animal Shelter shall not be responsible for injury or damage to persons or property occurring during, or arising out of occupancy and use of the building or grounds by the Tenant. The Tenant agrees to hold Heart of the Valley harmless from liability on account of any injury or damage arising out of such use.
5. Children must be supervised by parent or a responsible adult at all times. Children cannot be unaccompanied in the building or on the grounds at any time.