



“Spot’s Community Room” Rental Guidelines

Procedure for Hourly Room Rental

- Please call Heart of the Valley at (406) 388-9399, ext. 223, for information on room availability.
- Room rental payments must be received 3 days in advance of rental date.
- 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. Heart of the Valley closes at 5:30 p.m., at which time all guests will be limited to Spot’s Community Room area until the end of the contracted event when Spot’s Community Room must be vacated of all guests.

Rental Space/Equipment

1. Tables and chairs are available in the hallway located outside of Spot’s Community Room. If Heart of the Valley 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 fee will be assessed.
2. There is a small kitchen available adjacent to Spot’s Community Room.
3. Renters must clear the room of all belongings, furniture, and people so the room is available on the half hour for the next renters.
4. Please do not use tacks, nails, or staples on the walls.
5. If the room is not left in satisfactory condition, there is damage done to the building, or Heart of the Valley equipment, a minimum charge of \$100 will automatically be levied.

Reservations/Payment

1. Space is reserved when a rental agreement has been signed and payment has been made.
2. Payment must be made 3 days prior to event/meeting.
3. Payment must be in the form of cash, check, or credit card. A \$15 fee will be charged for all returned checks. Receipts will be provided to renter.
4. 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.

Cancelations/Refunds

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

Heart of the Valley Building Policies

1. Heart of the Valley is not responsible for items lost or stolen from the Shelter premises and grounds. Check with the front desk regarding lost and found items.
2. Renter 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 the premises in good order and repair.
3. 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 renter. The renter agrees to hold Heart of the Valley harmless from liability on account of any injury or damage arising out of such use.
4. Children must be supervised by a parent or responsible adult at all times. Children cannot be unaccompanied in the building or on the grounds at any time.

Heart of the Valley is pleased to offer use of Spot's Community Room to members of the public.

Spot's Community Room rental fee is \$30/hour.

To book your event, please fill out and return this form in person to Heart of the Valley, mail it to P.O. Box 11390, Bozeman MT 59719, or fax it to (406) 388-2877. For more information, please contact Heart of the Valley at (406) 388-9399 or by e-mail at volunteer@heartofthevalleyshelter.org.

Organization Name: _____

Brief description of your event: _____

Primary Contact: _____

Your Address: _____

City: _____ State: _____ Zip: _____

Phone Number(s): _____ E-mail: _____

Please choose your preferred date and time:

Date: _____

Time: _____

Available times are generally from 8am to 6pm daily. Please note that all reservations are subject to availability.

Approximate number of guests: _____

Cost & Payment Method: _____ Hours x \$30.00 = \$ _____

- I would like to pay with cash
- I would like to pay by check (Please make all checks payable to: Heart of the Valley)
- I would like to pay by credit card: (Circle one) Visa MasterCard Other: _____

(Credit card number must be included on reservation form to cover any potential damage to the room or the furniture. Card will not be charged if room is left in satisfactory condition.)

Credit Card #: _____

Expiration Date: _____ Name on Card: _____

Cardholder's Signature: _____

Terms of Agreement and Liability Release:

_____ I understand that, for a fee of \$30.00/hour, Heart of the Valley will provide use of Spot's Community Room and adjacent restrooms and kitchen, including the use of tables and chairs for a period of time as selected above.

_____ I understand that Heart of the Valley will not provide any food, drinks, or transportation for the event.

_____ I understand that smoking is not allowed inside the Heart of the Valley Animal Shelter, including Spot's Community Room.

_____ I understand that access to the shelter facility will close as 5:30 p.m., at which time all guests will be limited to Spot's Community Room area until the end of the contracted event when Spot's Community Room must be vacated of all guests.

_____ I am responsible for ensuring that an adult chaperone from my party is present at all times while guests are present at the shelter.

_____ I understand that payment must be received 3 days in advance of the event.

_____ I understand that a notice of cancellation must be given in writing at least 1 week (7 days) in advance of the date reserved. Refunds will be given only if proper notice of cancellation is supplied.

I agree to return Spot's Community Room to a clean and orderly condition at the end of the event and to pay the cost for repair of any damages to the facilities. Heart of the Valley is not responsible for any materials or equipment left in the building. If the room is not left in satisfactory condition, a minimum charge of \$100 will be levied. I will notify Heart of the Valley as soon as possible if I need to cancel the event so that the room can be made available to others. To the extent permitted by the law, I agree to protect, indemnify, defend, and hold harmless Heart of the Valley, Inc., and its respective employees and agents against all claims, losses or damages to persons or property, governmental charges or fines, and costs (including reasonable attorney's fees), arising out of, or connected with my function, except those claims arising out of the sole negligence or willful misconduct of Heart of the Valley, Inc. In consideration of this agreement to rent Spot's Community Room, I hereby for myself, my administrators, my heirs, and assigns, waive and release any and all right and claims for damages I have against Heart of the Valley, Inc., their associates and representatives. I also agree to exercise all safety precautions and the property of Heart of the Valley, Inc.

By my signature below I verify that I am authorized to sign for and conduct transactions on behalf of the organization renting the premises:

Signature: _____ Date: _____

Printed Name: _____

The mission of Heart of the Valley Inc. is to compassionately shelter the lost and surrendered pets of Gallatin and Madison valleys, and to enhance the lives of people and companion animals through pet adoption and education.



P.O. Box 11390
Bozeman, MT 59719
(406) 388-9399
www.heartofthevalleyshelter.org