

Twelve35 Teen Center Rental Information

Location: 1235 Chapala Street

Hours: Vary by room- See below

Kitchen: Microwave and refrigerator only

Staffing: Staff monitor required

Fees: Reservation, janitorial and deposit

Parking: 5 Permits will be provided for the adjacent lot

Total Capacity: 49 including adults and monitor

Amplified Music: Allowed in building only

Restroom Facilities: Regular & handicap

Electricity: Yes

Minimum Rental: 3 hours

Deposit: Half of total fee to save date

Room(s)	Capacity (Standing/Seated)	Hours	Private Resident / Non- Resident		Non-Profit with a 501(c)3
*Party Area	48/12	Sat.-Sun 9am-10 p.m.	\$75	Call for Fee	Call for Fee
**Meeting Rooms	25/15	Mon-Sat 9-1 pm	Call for Fee		
Recording Studio	15/10	By Special Arrangement	Call for Fee		
*Party Area Includes: Main Room (Air Hockey, Foosball, and Pool Table), Living Room (X-Box, PS3, DVD, Projector Screen) & Lounge (WII, Dance Dance Revolution)					
** Meeting Rooms: Computer Room, Living Room					

Booking Procedure: Fill out a Rental Application or an Agency Rental Application (if you are an agency) to request a reservation. All applications need to be approved before event. We will notify you if the application was approved within 2 business days. Reservations must be made at least 10 working days prior to the event. Applications can be dropped off at Twelve35 Teen Center to Elvia Hernandez or faxed to (805) 962-5165.

Payment: Half of the total fee is due as a deposit after reservation is approved. Full payment is due before day of the event.

Monitor Duties: The Staff monitor will unlock facility, ensure facility rules are followed, turn TV's and gaming equipment on, operate all electronic equipment, and secure the facility at the end of the event. Monitors are not employees of the renters and should not be asked to decorate, run activities, unload equipment, etc.

Important Note: All music and activities must stop ½ hour before closing time so clean-up can begin. (See below for clean-up instructions). THE BUILDING MUST BE VACATED AT THE STIPULATED TIME ON THE CONTRACT. A penalty fee will be charged if you exceed your rental hours. You will be given ½ hour to set-up or break down at no charge.

Janitorial Fee: A janitorial fee of \$60 will be charged to you. A janitorial service will clean the restrooms and mop the floors after the event, but YOU are responsible for leaving the place as you found it, which includes: bagging and removal of all trash and recycling to outside containers, wiping down tables and counter, clearing and cleaning out personal food items from the refrigerator, removal of all food and decorations, and cleaning any other obvious messes.

Additional Fees: If the equipments gets damaged or the conditions from your contract are not met, including event capacity or cleaning of the facility, additional fees will be charged. We will notify you of any additional fees within next working day of your event.

Cancellation Policy: Cancellations must be made 3 business days prior to your event. If the day of your event was not requested by another party your "deposit" will be returned in full. If any other requests were made for that date, the deposit will not be refunded. If the cancellation is done 2 weeks in advance your deposit will be refunded to you in the same form of the initial payment.

NOT ALLOWED

Animals: Dogs, cats, birds, and other pets are not allowed indoors at any time with the exception of service animals individually trained to provide assistance to an individual with a disability (i.e. guide dogs or signal dogs).

Smoking: Smoking is not allowed inside the building or within 20 feet of any window or door.

Decorations: No nails, staples, thumb tacks and duct tape on the walls; or confetti and lit stand alone candles, with the exception of cake candles.