



# Space Rental Program at The Center

Updated May 2026

The LGBTQ Community Center of the Desert (The Center) is committed to providing programs and services in a safe and supportive environment for the LGBTQ+ community of the Coachella Valley. Additionally, The Center makes space available to community members and organizations for one-time and recurring community events including support, fellowship, socializing, activism, organizing, private functions, workshops, classes, networking, rehearsing, and more. Our space use rates are subsidized by The Center and the income generated through space use fees support our programming fund.

The Center's current operating hours are Monday through Friday, 9:00 am to 4:00 pm. The Center is available for rental during, *and* outside regular business hours based on availability and staff capacity.

Please remember that room set-up, break-down, and clean-up must be completed during the contracted rental time. Please consider this additional time when making your reservation.

## General Procedures

Please complete an online *Space Rental Request Form* (<https://thecentercv.org/en/space-rental/>). Once processed, you will be contacted with information regarding availability and next steps. Processing times vary based on volume of requests.

A deposit in the amount of twenty-five percent (25%) of the full rental fee is due to confirm the reservation, with the remaining balance due on the day of the event. Deposits and fees can be paid by credit card or check. Credit card payments are subject to a 1.5% processing fee that will automatically be added to your total room rental fee. Checks can be made out to The LGBTQ Community Center of the Desert. Please include "Room Rental" and the name of the organization or group being hosted in the "Memo" line.

## Cancellation Policy

The Center requests a notice of cancellation at least two weeks in advance. Deposits will be refunded up to ten (10) days from the date of your event. If you cancel within ten (10) days of the event date, no refund of deposit will be issued; however, credit for the amount paid will be applied to your account for future use.



**Size, Occupancy Capacity and Fees**

	<i>Room 1</i>	<i>Room 2</i>	<i>Room 3</i>	<i>Room 4</i>	<i>Room 5/Conference Room</i>	<i>Room 6</i>
<b>Floor</b>	3rd	3rd	3rd	2nd	2nd	2nd
<b>Size</b>	500 sq ft.	588 sq ft.	533 sq ft.	694 sq ft.	537 sq ft.	541 sq ft.
<b>Max Occupancy</b>	55 standing   35 seated   24 seated at tables				25 people (12 at fixed table)	55 standing 35 seated 25 seated with tables
<b>Room Layout</b>	Movable tables and chairs – arrange to suit your group				Fixed conference room table(non-removable); additional chairs available	Movable 6-foot tables and chairs.
<b>Includes</b>	Uncovered lot & street parking, WiFi, smart screen (HDMI & screen cast)					
<b>Rates</b>	<b>\$50/hr   \$190 half-day (4hrs)   \$380 full day (8hrs)</b>					
<b>Nonprofit Discount</b>	25% off published base rates with proof of NPO status					

**Covered Parking Garage**

Approximately 5000 sq ft.

Maximum occupancy: 700 standing, 600 seated, 300 people seated at rounds

**Does not** include tables, chairs, or access to power (must bring own power source)

**Rate: \$600 half-day (4 hours) | \$900 full day (8 hours) | Includes Weekend Fee \$30 (per hour).**

**12-Step Fellowships**

Four (4) to five (5) weekly meetings per month with room assignments based on availability and occupancy

Includes uncovered lot and street parking, Zoom access, tables and chairs.

**Rate: \$75 per month**

**All credit card payments are subject to a 1.5% processing fee that will automatically be added to the listed room rental fee**

**Additional Fees and Terms**



- Clients must have their own Zoom account if using zoom/hybrid technology.
- For meetings that include food/catering: \$90 per event
- Weekend Staffing fee (**required for weekend events**): \$30 per hour
- Room set-up, breakdown, and clean-up shall be the sole responsibility of the Facilitator/Member.
- Events with food or catering are responsible for disposing all food, beverage containers, recyclables, and related waste in the designated dumpster and recycling bin.
- Retail sales/commercial for-profit sales are not permitted

## Parking

Parking is available in the front and side parking lots and street parking. The covered parking is reserved and subject to towing unless outside of regular business hours. Please inform attendees of what parking is available. For events after regular business hours or weekends, parking is available in the covered parking garage.

## Alcohol and Tobacco Use

The Center is a non-smoking campus. In accordance with California state law, smoking is not allowed within 20 feet of any building entrance. Alcohol within an event must be approved in writing and before the event by the Director, Community Programs – Palm Springs. Additional alcohol-related protocols may be required including server licensing, insurance certification and attendee age requirements.

## Code of Conduct

### General Statement

Everyone at The Center deserves courtesy and respect. We hold ourselves to high standards of mutual respect in all interactions. This code applies to everyone using The Center's facilities, both physical and online, and during all Center-sponsored events and communications.

Organizations that host events at The Center must adhere to these values and manage their attendees accordingly. Additional group guidelines may also apply to specific events, ensuring a commitment to a safer space for all.

### Prohibited/Unacceptable Behavior

Engaging in any of the following could result in temporary or permanent suspension:

- Possession, sale, or use of illegal substances
- Physical violence or threats
- Possession or use of weapons
- Behaviors endangering safety
- Sexual activity or harassment



- Rude, discourteous, or raucous behavior
- Public nudity (including in restroom areas)
- Theft, vandalism, or solicitation
- Use of discriminatory hate language
- Intentional misgendering/deadnaming individuals
- Hate speech based on race, gender identity, sexual orientation, disability, or other protected characteristics
- Outing someone's sexual orientation or gender identity without their explicit consent
- Asking invasive/inappropriate questions about someone's body, medical transition, or sexual practices

### **Smoking Policy**

The Center is a non-smoking campus. In accordance with California state law, smoking is not allowed within 20 feet of any building entrance.

### **Enforcement and Grievance Process**

The Center's management and staff oversee the safe operation of the spaces. Directions from staff must be followed. Unacceptable behavior will not be tolerated, and violators may face suspension. The code is enforced without regard to age, race, ethnicity, gender identity, or sexual orientation.

### **Restorative Process**

Whenever possible, The Center will support opportunities for individuals found to be in violation of this code of conduct to fully reintegrate into The Center space. This may include a two-way discussion and recognition of the harm caused to people, making amends and forgiveness.

### **Limitation of Liability, Expectations, and other considerations**

- Dependent on the type of activity occurring, The Center may request General Liability insurance coverage and to be named as Additional Insured.
- Rooms must be left in the same condition as found. Set-up and break down is the sole responsibility of the contracted group, including chairs stacked on dollies, tables nested at side of room and trash and recycling disposed of.
- The Center is not responsible for lost or stolen property. Personal or group property left on the premises shall be at your own risk and only with prior permission.
- Property damage of any kind is the sole responsibility of the contracted individual/group. Damage repair and associated costs will be charged to the contracted individual/group.
- If a group summons EMT/ambulance services, associated costs are the responsibility of the contracted individual/group.



- To the fullest extent provided by law, The Center will not be liable for more than the amount of the fees paid under this agreement for all claims, losses, costs, or damages of any nature whatsoever.
- Violation of The Center’s Space Use Agreement, Terms and Conditions and Code of Conduct may result in cancellation of future reservations at the sole discretion of The Center.
- The Center is not available for Space Rentals on observed holidays. For a full list of observed holidays, please visit <https://thecentercv.org/en/contact-us/>

### Special Consideration

Discounts are made on a case-by-case basis with approval from the Director of Programs. Rental income supports the critical programs and services offered by The Center, and in most cases, discounts are not offered. Please bear in mind The Center’s rates are already subsidized.

### Reporting

To provide accurate numbers of those served at The Center, we require each group to report the number of attendees each time your group meets. Room rentals, independent and one-time groups are asked to fill in the Activity Attendance Log Form. Center staff will provide additional information at the time of booking.

### Space Rental Agreement Form

Please complete this form and send it back via email to [programs@thecentercv.org](mailto:programs@thecentercv.org) or mail to: The Center – Programs Department. 1301 N Palm Canyon Dr, 3<sup>rd</sup> Floor. Palm Springs, CA 92262

I (we) agree to abide by the terms and conditions of this agreement including any supplementary agreement(s) attached hereto, and to follow all policies as outlined in The Center’s Space Rental Procedures, Terms and Conditions and Code of Conduct.

I(we) agree to keep and maintain The Center property and good name in the condition as found; to maintain the security of the premises and all equipment, furniture, and fixtures, allowing no unauthorized person(s) to enter or use Center property; and to remove all property brought into The Center.

In recognition of the relative risks and benefits of this agreement to both the contracted individual or group and the LGBTQ Community Center of the Desert (“The Center”), I (we) agree, to the fullest extent permitted by law, to limit the liability of The Center and its officers, directors and employees for



any and all claims, losses, costs or damages of any nature whatsoever whether arising from this agreement, including attorney's fees, to not exceed the total fee for the space rental paid. It is intended that this limitation apply to all liability or cause of action however alleged or arising, unless otherwise prohibited by law, including but not limited to negligence, breach of contract, or any other claim whether in tort, contract, or equity.

### Agreements Details

Use this section to confirm agreements, including selected dates, times, space assigned and any important additional information regarding your event or space usage intentions):

Organization/Group Name: \_\_\_\_\_

Individual/Group Representative Printed Name: \_\_\_\_\_

Individual/Group Representative Signature: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

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

The Center Representative Name: \_\_\_\_\_

The Center Representative Signature: \_\_\_\_\_

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