



SCCDS Conference Center Use Policy

It is the policy of the Santa Clara County Dental Society to make optimal use of its facility primarily for the benefit of the organization and its members and to earn rental income through renting the facility to appropriate organizations or individuals.

Priority usage:

1. Priority: Dental Society business for the Board and committees.
2. Second priority: Individual members may request to rent the facility for office meetings, study clubs, or education events using the approved rental fees. Members can only reserve the facility up to 15 months before the event.
3. Third priority: Appropriate organizations or individuals may rent the facilities upon approval by qualified staff or the Executive Director. Non-members may not reserve the facilities further ahead than 12 months before the event.

Reservation procedures:

- Reservations may be made and paid for at the Society website, www.sccds.org or by phone at 408.289.1480.
- Reserved dates are on a first-come-first-served basis.
- Requesting a room does not guarantee availability. SCCDS will make its best effort to provide alternative dates.

Requirements

- All organizations/individuals must present a Certificate of Liability Insurance with a minimum coverage of \$ 1 million naming the Santa Clara County Dental Society. Alcohol is NOT permitted unless the named organization/individual has coverage.
- All fees are due upon reservation of the facility for the time reserved plus an additional cleaning fee of \$50. Optional staff support shall be billed at a rate of \$30/hr per person. Additional billing will be issued after the event if actual time usage exceeds the reserved time.
- Facility users are responsible for setting up tables and chairs for their event, restoring the previous configuration before leaving, and for general clean-up, including placing food, containers, and papers in the appropriate trash/recycling receptacles and wiping off tables.
- Facility renters are responsible for any damages incurred during the event or related to the event.
- SCCDS must approve all promotional materials for an event at the SCCDS Conference Center **before** distribution and contain the following:

- o Wherever the location is mentioned, it must state: Santa Clara County Dental Society Conference Center.
 - o In a font larger than the print used throughout the promotion, it must state:
This event is not sponsored by SCCDS.
- All promotional material must be submitted to the Society before distribution. The Society has final authority to approve all promotional materials, and the Society should receive a copy of the same piece that is mailed or emailed to potential attendees.
- All rental fees are subject to Board approval and may be changed at any time. All fees are due upon reservation of the facility.
- Refunds will not be issued for no-shows or cancellations made less than 5 days before the event.

(Revised September 26, 2023)