



SANTA CLARA COUNTY DENTAL SOCIETY (SCCDS) CONFERENCE CENTER USE POLICY

It is the policy of the Santa Clara County Dental Society (SCCDS) to make optimal use of its Conference Center primarily for the benefit of the organization and its members. The facility is also available for rental to appropriate organizations or individuals to generate rental income, provided the terms below are adhered to.

Priority Usage

1. First Priority: SCCDS business for the Board of Directors and committees.
2. Second Priority: SCCDS members may rent the facility for office meetings, study clubs, or educational events. Members are allowed to reserve the facility up to 15 months in advance.
3. Third Priority: Approved organizations or individuals may rent the facility upon approval by qualified SCCDS staff or the Executive Director. Non-members may reserve the facility no more than 12 months before the event date.

Reservation Procedures

- To Reserve: Reservations can be made online at www.sccds.org or by calling 408.289.1480.
- Availability: Reservations are first-come, first-served. Requesting a reservation does not guarantee availability. If the requested date is unavailable, SCCDS will make its best effort to provide alternative dates.
- Facility Access & Setup Time: All setup, A/V testing, decoration, equipment load-in, and breakdown/cleanup must occur strictly within your reserved rental period. If you require time prior to or following your event, you must include those hours in your paid reservation; early or late access to the facility will not be permitted.
- Minimum Rental Period: All rooms are subject to a 3-hour minimum. Additional hours may be added on in one hour increments following the initial 3-hour period subject to availability.

Insurance Requirements

- All individuals or organizations renting the facility must provide a Certificate of Liability Insurance naming SCCDS as additionally insured.
 - For organizations: A general liability insurance policy with minimum limits of \$1 million/\$2 million is required, and the policy must include coverage for offsite special events.
 - For individuals: A personal liability insurance policy with minimum limits of \$250,000/\$500,000 will be accepted. The policy must include special event coverage or a separate event liability policy.

- Alcohol is NOT permitted unless the organization or individual has appropriate insurance coverage as specified in their policy.

Hold Harmless Agreement

The renter agrees to indemnify, defend, and hold harmless SCCDS and its representatives from any and all claims, liabilities, losses, damages, costs, and expenses arising from their use of the facility. The renter is responsible for providing adequate security services during their event and assumes full responsibility for any accidents, injuries, or damages to persons or property during the rental period.

Fees and Payments

- All rental fees are due upon reservation of the facility, including a cleaning fee of \$50.
- Optional staff support is available at a rate of \$30 per hour, per staff member.
- Additional fees may be charged if the event exceeds the reserved time.

Responsibilities of Facility Users

- Renters are responsible for setting up tables and chairs for their event, returning the room to its previous configuration before leaving, and ensuring general clean-up (e.g., placing trash in appropriate bins, wiping tables).
- Renters are responsible for any damages incurred during or related to the event.
- Promotional materials for any event at the SCCDS Conference Center must be approved by SCCDS before distribution. The materials must:
 - Clearly state the location as "Santa Clara County Dental Society Conference Center."
 - Include the disclaimer: "This event is not sponsored by SCCDS," in a font larger than the rest of the print used throughout the promotion.
- Copies of all approved promotional materials must be submitted to SCCDS before distribution.

Cancellation and Refund Policy

- All rental fees are subject to SCCDS Board approval and may be changed at any time.
- Refunds will not be issued for cancellations made less than 5 days before the event or for no-shows.
- ALL Refunds are subject to SCCDS General Refund Policy, available at <https://sccds.org/refund-policy/>

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