



Santa Clara County Democratic Party Headquarters

2901 Moorpark Ave #110
San Jose, CA 95128

Democratic Headquarters Facility Usage Policy and Reservation

Eligible Organizations

Santa Clara County Democratic Party Chartered Clubs, Allied Groups, Democratic Elected or *Endorsed Candidates may request to use the Democratic Headquarters Office. *Democratic candidates in races on which there has not been an endorsement may request use on a fair access and 'as available basis'.

Ethical Standards

The Santa Clara County Democratic Party presumes that all organizations hosting meetings/events at the Headquarters will uphold high ethical standards without regard to race, color, religion, gender or gender identity, age, national origin or disability.

Hours of Use

The Democratic Headquarters are available for usage seven days per week and holidays between the hours of 10am to 10pm.

Room Reservation and Procedures

Reservations are accepted at least 48 hours, but no more than 30 days in advance of the requested meeting and must be received via email. Reservations will be accepted on a first-come, first serve basis. Please send an email to political@sccdpc.org with the purpose for reservation and dates/times you would like the reservation to start and end (please allot time for set up and cleanup). Your reservation is not complete until you receive written confirmation from SCCDP Political Director.

All reservations are subject to cancellation based on priority needs

Reservation Cancellation

Room cancellation is required no less than 10 days prior to the meeting/event date. The Santa Clara County Democratic Party reserves the right to withdraw its offer of facility usage (up to 2 weeks prior to reserved date) should an internal need supersede it. Should this situation arise, we will make every attempt to try to find you an alternate dates/times but cannot guarantee availability.

User Responsibility and Rules

The Santa Clara County Democratic Headquarters is provided as a convenience and service to the Democratic community. Please respect all rules and responsibilities to ensure continued availability of the facility. Failure to comply may result in suspension of access to the facility or a charge for damages.

- The doors to the room must be kept closed at all times.
- All groups are responsible for set up and cleanup of the room, including removing trash and any other meeting materials left behind.
- Smoking and alcohol usage are prohibited in the facility.
- Turn off all lights, if applicable, before leaving the room.
- Report any problems or concerns to Political Director at political@sccd.org.