



COLLABORATION ROOM RESERVATION FEES

For 5-Hour Increment, Inclusive of Set-Up & Take-Down

Member Prices

\$40 for Morning & Afternoon Events

\$60 for Evening Events

Non-Member Prices

\$60 for Morning & Afternoon Events

\$90 for Evening Events

Recurring Member Event Pricing

More than Once Per Month (50% Discount)

\$20 for Morning & Afternoon Events

\$30 for Evening Events

Once Per Month (25% Discount)

\$30 for Morning & Afternoon Events

\$45 for Evening Events

Once Per Quarter (10% Discount)

\$36 for Morning & Afternoon Events

\$54 for Evening Events

Recurring Non-Member Event Pricing

More than Once Per Month (50% Discount)

\$30 for Morning & Afternoon Events

\$45 for Evening Events

Once Per Month (25% Discount)

\$45 for Morning & Afternoon Events

\$67.50 for Evening Events

Once Per Quarter (10% Discount)

\$54 for Morning & Afternoon Events

\$81 for Evening Events

Non-Profits and Political Organizations Will Have An Additional 10% Discount from States Prices

COLLABORATION ROOM AMENITIES

Beverage Service

Hot Coffee will be automatically freshly brewed for all morning events. This service will not be automatically available but can be requested for free for afternoon and evening events.

Amenities in the break area (i.e. fridge, microwave, serving ware) may be used for event functions. Space in the fridge is first come, first serve as other members may be using the space. Amenities, excluding one-time use ware, should be left in condition in which it was found.

Wine & Beer may be served at Renter's own expense and Renter assumes all liability and is assumed to have proper insurance in order to offer such libations.

Furnishings

Tables, chairs, couches, and other furniture are free for Renter to move and use and they see fit. Care should be taken when moving this furniture. Renter assumed risks of injury and liability in moving the furniture. Furniture should be returned to set-up in which it was found. See pictures below for typical furniture configuration.

[INSERT PICTURES]

Waste Receptacles

Trash cans are provided throughout the space. Renter must remove trash that may contain fluid leakage, or sharp material at conclusion of meeting. Any typical trash exceeding the trash cans shall be disposed of during the clean-up window. Large dumpster can be found immediately East of building. Left over garbage or filled trash bags will result in a withhold of the security deposit.

Check-In & Check-Out Process

Staff will be available upon check-in and check-out for all first time Renters. For recurring or returning Renters, depending on the time of day and if your event is recurring, a staff member may only be available during check-in or check-out of the event. It is imperative for Renter to complete the check-in and check-out form upon transferring possession of the space from and to, respectively.



After-Hours Recurring or Returning Event

As a recurring or returning Renter, you may not have a staff member available during the check out process. Please complete the check-out sheet and leave on lobby desk with key card (if applicable). Ensure that lobby door and back-access door is closed and latched shut. Be sure to pull lobby door to ensure locked and shut. If loading things into a vehicle, be sure to prop the building door open as the door will lock automatically. *(Members: It is crucial to ensure connecting doors of the collaboration space are kept closed and locked. Coded, lobby door is to remain closed at all times.)*

Before-Hours Recurring or Returning Event

As a recurring or returning Renter, you may not have a staff member available during the check in process. Please complete the check-in sheet upon arrival and leave on lobby desk chair with key card (if applicable). If unloading things from a vehicle, be sure to prop the building door open as the door will lock automatically. Access the suite from the back-access door. From the collaboration space, you can unlock lobby door and enter lobby. Feel free to prop front lobby door open for guests to arrive. *(Members: It is crucial to ensure connecting doors of the collaboration space are kept closed and locked. Coded, lobby door is to remain closed at all times.)*

Support Staff from The Paper Clinic

Renter may employ the assistance of The Paper Clinic staff to assist with set-up, clean-up, loading, and un-loading. Should Renter require this assistance, Renter agrees to pay \$20 per staff member for set-up or clean-up. If both set-up and clean-up is needed, Renter agrees to pay \$30 per staff member for both set-up and clean-up. Note: This does NOT include assisting during the event.

Renter may employ the assistance of The Paper Clinic Staff to assist with the event as well. The rate is \$20/hour/staff member, billed to the half-hour. This assistance much be coordinated in advance.



CHECK-IN / CHECK-OUT FORM

Rental Information:

Name ("Renter"): _____

Event Date: _____ Time of Event: Morning 7a-12p | Afternoon 12p-5p | Evening 5p- 10p

Type of Event: _____

Number of Guests Expected to Attend: _____

Deposit Amount: \$ _____ Received On: _____

Fee Amount: \$ _____ Received On: _____

Rating: for Sufficient, **N** for Needs Improvement, or **X** for Non-satisfactory

Category	Comments	Check- In	Check-Out
Break Area	<ul style="list-style-type: none"> Tidy & Clean Counters and Appliances Stocked Coffee Brewing (if AM or requested) 		
Trash Receptacles	<ul style="list-style-type: none"> Accessible Space for Usage No large/bulk items needing to be taken out \$5 charge for every bag or bulk item needed to be taken to garbage 		
Furnishings	<ul style="list-style-type: none"> Clean, Tidy, & In Working Order In Proper Place 		

Check-In Time: _____

Check-In Signors: _____
The Paper Clinic Renter

Check-Out Time: _____

Check-Out Signors: _____
The Paper Clinic Renter

Number of Guests Actually Estimated that Attended: _____

Deposit Return Amount: \$ _____ Date Returned or Applied to Next Booking: _____