

WARMSPRINGS TRIBAL CREDIT ENTERPRISE  
PO Box 1187, 1236 SCOUTS DRIVE  
WARMSPRINGS, OR 97761  
PHONE 541-553-3201 FAX 541-553-3515

## Conference Room Use Agreement Form – Terms of Use

1. The cost for use of the conference room is \$75.00 Half Day or \$150.00 Day
2. The Maximum Capacity is 75 People
3. Departments/Renters are to dispose of food trash before leaving. Please tie up into trash bag(s) & take out of bin for disposal. WSTCE has cleaning supplies that stay in the conference room. Vacuums will be made available if needed. Renters agree to pay an additional Cleaning Fee of \$50.00 if WSTCE staff should have to clean & sanitize the conference room after a meeting.
4. Conference room available during Tribal Credit Enterprise's business hours 8:00am to 5:00pm. Please adjourn the meeting by 5:00 pm, as Tribal Credit staff must arm the security system.
5. Departments / Renters are requested to provide Your Own:
  - Printed copies & supplies for your meeting. WSTCE has a projector available upon request. A screen mounted is accessible for trainers/meeting use. WIFI is also available, password supplied upon request.
  - Paper, Pens, Markers, Notepads & Post-its.
  - Coffee, Cups, Sugar, Creamer & Utensils.
  - Paper products / plastic ware if you were providing a meal.
6. Ensure any windows that were opened during the meeting are closed, locked & secured before exiting the room.
7. **Failure to adhere to WSTCE requirements will result in loss of future use.**
8. **PAYMENT** arrangements in advance (GL transfer, pay per invoice or other pre-arranged payment)

\_\_\_\_\_  
Signature – Agree to all of the above

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

\_\_\_\_\_  
Department or Company Name

\_\_\_\_\_  
Contact Phone #

\_\_\_\_\_  
Meeting Date

\_\_\_\_\_  
Time(s) Needed

\_\_\_\_\_  
Payment Method

\_\_\_\_\_  
Total Amount

\_\_\_\_\_  
Tribal Credit Enterprise Staff Initial

\_\_\_\_\_  
Verification Date

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(Lower portion for Credit Enterprise)

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