



## Meeting Room Rental Agreement

Name of Organization, Business \_\_\_\_\_ Contact Name \_\_\_\_\_

Daytime Phone# \_\_\_\_\_ Email \_\_\_\_\_

Billing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Name of event \_\_\_\_\_ Date(s) of event \_\_\_\_\_

Event start time (including set up) \_\_\_\_\_ Event end time (& clean up) \_\_\_\_\_ Total Attendees: \_\_\_\_\_

Equipment needed:  Projector (renter provides laptop)  Mac adaptor for projector  Audio cord

Rental Room:  Room Standing only (80 person capacity)  Tables and chairs (50 person capacity)

Type of group:  Non-Profit/501c(3)  Business

### Facility Rental Policies

**Payment:** Your reservation is binding with a completed & signed contract. Payment is due in full 10 days prior to your event.

**Cancellation Policy:** A deposit of one/half of the room rental fee is required at the time of reservation (Non-refundable). The remainder of payment is due 24 hours before the day of rental. All room rental payments are non-refundable.

**Food:** If you will be serving food at your event please clean up after yourself. If you will be using reusable dishware please note that we do not have a dishwasher, but you can use the sink in the break room. Please make sure to clean up the break room once event is over.

**Alcohol:** If alcoholic beverages will be offered at a meeting, proof of liability insurance is required. No sales of alcoholic beverages are allowed in our building.

**Key Check Out:** If your meeting begins before opening or extends past closing business hours, you need to check out a key to the facility by contacting Lamura Poore prior to your meeting. If the key is not returned to the lock box immediately after the meeting, you will be charged a re-keying fee of \$50.00.

**Event Promotion:** Please let us know the details of your event and if it is open to the public. We will help advertise the event on the HLN website and bulletin board.

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Applicant agrees to defend, indemnify and hold Healthy Lifestyle Network harmless from any and all liability for injury to persons or property occurring as a result of any activities and agrees to pay for any and all damage to the facility, building, equipment or furniture owned or controlled by the Center, which results from any scheduled activities or is caused by any participant in any scheduled activities.

I have read, understand and agree to comply with the rules set forth regarding facility usage including the conditions listed above and the attached cleaning list. I further agree that I am of legal age and will be personally responsible for the repair of damage to property or facilities and for replacement of stolen property.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_



## General Room Rental Information

**Schedule:** Clean up and check out within your scheduled time so others can use the facility.

**Internet Use:** We do have onsite Wi-Fi. The password is posted in the waiting area in Suite A.

**Parking:** There are 20 designated parking spaces available, but accommodations can be made if more spaces are needed.

**ADA Access:** The Center has one disabled parking space and an entry ramp located in the front of the building. Please contact the Center if you have additional questions about accessibility of our building.

**Furniture:** There are 6 horizontal tables, 4 square tables, and 1 bar table available to use. There are a total of 35 chairs available to use. The use of tablecloths are subject to a cleaning fee (see below).

**Food Delivery:** Please note, it is a requirement the renter must be present when food is being catered/delivered. There is not a secretary for HLN use.

**Emergencies:** In case of life-threatening emergency, please call 911. In case of a facility emergency call 706-431-5757 or 304-437-3031.

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## Checkout Guidelines- Please keep this page for your reference at your event.

You are responsible for your own set up and clean up. If additional cleaning of the conference room is required directly after your usage, a cleaning charge (minimum charge of \$20) will be accessed.

- Wipe down all tables, counters, and white board surfaces if used.
- Put away all tables and chairs in closet if removed from closet. Leave tables and chairs set up if already set up.
- Please dispose of trash in appropriate bins.
- Empty trash outside the door in break room if full or contains food items.
- Vacuum and/or sweep floors. Vacuum and broom are in the break room closet.
- If you use the break room to prepare food and/or beverages: wipe down counters and sink; wash, dry and put away dishes you use; clean appliances as necessary; and sweep the floor. Cleaning supplies and garbage bags are located under the sink.
- Do final check for all personal items and cleanliness.
- Turn off all lights. Close and lock all external front doors and back break room door. This is critical to keep our building secure.
- Return facility key to lock box in the mailbox to the left of the Suite A door.

**Thank You!**

**Effective March 3, 2024**



## Facility Rental Rates

### BUSINESSES Non-member

4 hours or less: \$47.00 per hour

Over 4 hours: \$37.00 per hour

### HLN MEMBERS

4 hours or less: \$32.00 per hour

Over 4 hours: \$23.00 per hour

### Weekly and Monthly Rates

Please call for more information

### Set up Room and Break Down

\$75

## Equipment Rental Fees

### Projector Fee

\$25

### MP# IPOD/CD/AM/FM Stereo Music System

\$15

### Equipment Set Up

\$35

### Tablecloth Cleaning Fee

\$10

Effective March 3, 2024