





## **Room Rental Agreement General Use Room Rental Regulations**

This Agreement between \_\_\_\_\_  
and The Empowerment Agency defines the terms and conditions for rental of meeting rooms by professionals or incorporated business.

**Please review and initial each item in agreement with the terms and conditions.**

The following terms and conditions apply to all room rentals:

- \_\_\_\_\_ 1. Rental of The Empowerment Networking Hub meeting room(s) will be on a first come, first served basis. Full payment is due at the time of booking.
- \_\_\_\_\_ 2. The Empowerment Networking Hub and meeting rooms are for business related purposes only. No personal events are to be scheduled for the building.
- \_\_\_\_\_ 3. All event guests must park on the street per request of the property manager. The parking lot must be available to other tenant's customers.
- \_\_\_\_\_ 4. All individuals and/or businesses must complete a Room Rental Agreement Form at the time the room(s) is reserved.
- \_\_\_\_\_ 5. The FULL room rental fee is required at the time of reservation. All room rental payments are non-refundable. Once booked a reservation may be moved one time if requested within 16 days or more of scheduled reservation. If the booking is cancelled within day 15 or less and scheduled for a minimum of 4 hours, it is at the discretion of The Empowerment Agency. Bookings 3 hours or less will not be considered.
- \_\_\_\_\_ 6. The Conference Room is set up with tables and chairs. Should any additional equipment be required, the renting party will be responsible for the rental of additional equipment. The Renter will be responsible for the removal of the rented equipment and the return of the room to its normal condition.
- \_\_\_\_\_ 7. Renters are responsible for any damage to the facilities and/or contents and fixtures. All damage must be reported to The Empowerment Agency staff immediately. Room Renters will be expected to cover all repairs and replacement cost of any damage to the facility itself and or the contents of such.
- \_\_\_\_\_ 8. Nothing shall be attached to the walls, ceiling, or any fixtures.



\_\_\_\_\_ 9. The renters shall assume all responsibility for all actions of their guest and shall allow no unlawful or disruptive activities. The event shall be supervised during the entire period of use.

\_\_\_\_\_ 10. The meeting room(s) shall not be used for any fraudulent purpose.

\_\_\_\_\_ 11. The room(s) must be left in proper order, with all paper, trash, cups, etc. disposed of in trash receptacles. If tables and chairs have been rearranged, they must be returned to their original positions.

\_\_\_\_\_ 12. The Empowerment Agency will provide coffee at prices listed on the Rental Agreement. If the Renter would like additional food or beverage to be delivered, The Empowerment Agency will have a list of local vendors. Renters may bring soft drinks and other light foods. **No alcohol is permitted.**

\_\_\_\_\_ 13. Renters shall keep the equipment clean and free from damage from food and drink.

\_\_\_\_\_ 14. Attendees agree to not use other office work areas, staff computers, staff phones, or the other areas of the building. Use is limited to the room rented, common and public areas such as restrooms.

\_\_\_\_\_ 15. Any copies needing to be made must be done by The Empowerment Agency staff. They can be reached at the front desk.

\_\_\_\_\_ 16. It is understood, The Empowerment Agency is in no way responsible for any personal injuries, property damages, or other liabilities that may be incurred during use of their facility. Renter agrees to release indemnity and hold The Empowerment Agency, its employees, partners and Landlord harmless of any such damages.

\_\_\_\_\_  
Authorized Signature Date

\_\_\_\_\_  
Date