



# Meeting Room Rental Agreement

**Business / Organization:** \_\_\_\_\_

**Requested Rental Date:** \_\_\_\_\_ **Contact:** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

## **PLEASE READ AND OBSERVE THE FOLLOWING MEETING ROOM GUIDELINES**

- Room is reserved for business use only. No parties, showers, receptions, etc.
- Please note we are a smoke-free facility
- Complimentary coffee service and bottled water is provided
- No tape, pins, etc. may be attached to any walls or windows
- Whiteboard available upon request
- Directional / Meeting signage is available upon request
- Complimentary Wi-Fi is provided
- Audio / Music volumes are not to exceed normal business office levels
- Please return all A/V, I.T. & cabling to original settings
- HDMI Compatibility Required for A/V Equipment (***Prior Test Suggested***)
- Please leave meeting space in original condition for future guests

**Cancellations made 14 days prior to your reservation date will be charged a \$25 cancellation fee and the remaining balance may be credited towards a future reservation date. Cancellations made less than 14 days prior to your reservation will be charged a \$50 cancellation fee and no refund or credit towards another date offered.**

### **FOR AFTER-HOURS RENTALS:**

If you require the use of our AV equipment, please make arrangements for a run-through with our technical staff prior to your event since staff will not be present to assist you after hours. We will provide you with an emergency "on-call" number.

Exteriors doors auto-lock at 6:00 pm. Facilitators must arrive before 6:00 pm, as staff will not be on premises after working hours. Facilitators must open exterior doors for attendees if the event begins after 6:00 pm

**IMPORTANT: EXTERIOR DOORS MAY NOT BE PROPPED OPEN!**

Before departure, we ask that you bag & remove all trash. A dumpster is located on the back of the parking lot for your convenience. Please turn off lights & lock all doors.

**Rental Information**

Date(s) of Event \_\_\_\_\_

Arrival Time \_\_\_\_\_

Event Start Time \_\_\_\_\_

Event End Time \_\_\_\_\_

Departure Time \_\_\_\_\_

Number of Attendees \_\_\_\_\_

Will You be Providing Food &/or Drinks for Attendees: \_\_\_\_\_\*

***\*If so, we will provide extra trash receptacles, bags & vacuum for clean-up***

We have various setup configurations available. Please select the setup that best meets your needs for this particular meeting. In order for staff to be properly prepared, it is important to know how you prefer to have the room set up PRIOR to your arrival.

\_\_\_\_\_ Classroom (Max 28) For How many?\_\_\_\_\_

\_\_\_\_\_ U-Shape (Max 20)

\_\_\_\_\_ Square (Max 24)

\_\_\_\_\_ Theatre (Max 40)

**Payment is due prior to reservation confirmation.**

\_\_\_\_\_ Check \_\_\_\_\_ Credit Card \_\_\_\_\_ Invoice

**Schedule changes, cancellations, or questions should be directed to:**

Elena Brown @ 615-758-6973 or [elena@mjchamber.org](mailto:elena@mjchamber.org)

**Rental Agreement Signature:** \_\_\_\_\_