



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:

Keisha Grace @ 615-758-6973 or keisha@mjchamber.org

Rental Agreement Signature: _____