

CONFERENCE ROOM RENTAL FORM

Contact Name: _____

Organization: _____

Address: _____

E-Mail: _____

Contact Phone (day): _____ Evening: _____

Date of Rental: _____ From: _____ To: _____

Rental fee is \$50 for a half day (4 hours or less) and \$100 for a full day (over 4 hours). Someone from your organization should arrive early enough to go over the contract, obtain keys, and the alarm code.

_____ Rental Fee (including kitchen use)

_____ TOTAL

*Confirmation of the review of the contract rules, and agreement for yourself and those within the space to adhere to them:

_____ (Signature required)

For Haymarket Use

Paid: _____

Person who opened: _____ Closed: _____

Was room in good condition: _____

Additional Comments: _____

CONTRACT FOR THE USE OF HAYMARKET CONFERENCE ROOM

PLEASE READ

The Haymarket Conference Room is available for use on a first-come, first-serve basis. **During the last two weeks of each quarter (March, June, September, December)** the organizations in Haymarket's building have priority for scheduling for the following quarter. After that, the general public may sign up for the room.

Those occupying **office space at Haymarket** can use the conference up to **two (2) usages each month at no cost**. After this time, we request a contribution to help cover utility costs.

The fee for renting the room is **\$50 for a half day** (4 hours or less) and **\$100 for a full day** (over 4 hours). The fee includes use of the **kitchen**. Someone from your organization should come early enough to **go over the contract**, **obtain keys**, and the **alarm code**.

Please clean up after yourself (**wash the dishes** you use – there is a dishwasher, take your food, pick up your trash, etc.). If the room or kitchen is not clean, we will bill you for the additional clean up time, minimally \$15. **Take your trash bags out** (extra bags in kitchen drawer) the front door, enter the gate at the side of the building, and deposit trash into barrels. Remove any debris. Notify staff of any spills. **Turn off all lights**, **close and lock windows**, **restore temperature of thermostat**, **lock** and **alarm** conference room.

Each person or organization renting space from Haymarket must agree **not to permit unlawful acts** to occur on the premises. Any report of such activity will at the least result in the organization being denied future access to the building.

Someone will meet you to unlock the conference room and to lock it when you are done (unless there is a prior alternative arrangement). You may pay that person or provide payment in advance. Make checks payable to **Haymarket People's Fund**.

This serves as a RENTAL CONTRACT. On the reverse side, please note the information concerning the rental. If there are any changes, please call us. **YOU MUST NOTIFY HAYMARKET OF A CANCELLATION AT LEAST 24 HOURS IN ADVANCE OF YOUR RENTAL DATE. FAILURE TO DO SO WILL RESULT IN BEING BILLED FOR THE TIME.** To cancel, please call Haymarket at 617-522-7676.