



CONFERENCE ROOM RENTAL AGREEMENT

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Responsible Individual _____ Date _____

Group Name _____ Number of Attendees _____

Mailing Address _____ Phone _____

Email: _____ Cell _____

Date(s) Requested _____ to _____ Time Frame _____ to _____ (Include setup time)

Purpose of Rental Use _____ Four Digit Access Code ____-____-____-____

Terms

- The maximum occupancy of THE ATRIUMS conference room is twelve (12) people
- Room rental shall be on a first-come, first-served basis once executed rental agreement is on file
- Room availability is Monday-Friday 9:00 a.m. to 5:00 p.m., after hours subject to approval.
- THE ATRIUMS reserves the right to terminate any contract with forty-eight (48) hour prior notice
- All individuals and/or businesses must complete a Conference Room rental agreement form
- Payment is due forty-eight (48) hours prior to Conference Room use
- Cancellation must be done forty-eight (48) hours prior to event or will forfeit half of the total rental fee
- Timely cancellations must be made in writing via email to smamus@aoffice8051.onmicrosoft.com
- The Conference Room will be cleaned and set up to your specifications by THE ATRIUMS staff. A twenty-five dollar (\$25) set-up fee applies to all events that require additional setup other than the standard conference room configuration. For more details please inquire with Management.
- Audiovisual instructions will be provided. Special adaptors are available for an additional deposit
- THE ATRIUMS can provide a list of local caterers for light food and/or refreshment service
- If any food is present, all trash must be removed directly to the dumpster immediately after the event
- Monthly membership options available including discounts on hourly rental prices.

Regulations

- Individuals holding events assume responsibility for any damage to the facility, rooms, equipment, fixtures, and any and all repairs or replacement as deemed necessary by THE ATRIUMS staff
- All damages must be reported to THE ATRIUMS staff immediately.
- The room must be left in a neat, clean and orderly condition. If these conditions are not met, a room cleanup fee of \$200.00 or the actual cost of cleaning, whichever is higher, will be charged and notice will be given to the group.
- Renters understand that nothing shall be attached to the walls, ceiling, or any of the fixtures.
- It is understood that THE ATRIUMS is in no way responsible for any personal injuries, property damages or other liabilities that may be incurred during use of their facility. Renters are fully responsible for all members of their party in this regard. Renter agrees to release, indemnity, and hold THE ATRIUMS harmless of any damages or injuries.

- THE ATRIUMS is a drug, alcohol and smoke-free facility



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Additional Fees

- The kitchenette may be used to gather food and beverages for no extra fee. Equipment available for use includes a refrigerator, microwave and a Keurig coffee maker (available upon request).
- Overstay Fee of \$75.00 per hour applies to those rentals that are booked to end when your contract specifies. If the renter stays past the contracted time, this fee will be charged.
- Copying Fees: Black and White copies are 15¢ per page, Color copies are 25¢ per page

Room Set-Up Instructions: _____

\$25 Per Business Hour for Tenants	x	Hours	=	\$
\$40 Per Business Hour for Non Tenants	x	Hours	=	\$
\$25 Adaptor Deposit	x		=	\$
\$25 Additional Set-Up Fee			+	\$ _____
		Amount of Fees		\$
		Sales Tax		\$
		Subtotal		\$
		CC Admin Fee (4%)		\$
		Total		\$

By signing and returning this form, the patron hereby agrees to the rental policies set forth. If any violations occur, the patron may be subject to monetary penalties and/or may lose future rental privileges.

Signature _____ Date _____

In order to reserve your meeting date and time, this form must be returned as soon as possible to:

Gian Miccio, Property Manager gmiccio@aoffice8051.onmicrosoft.com .