**Conference Room Rental Agreement**

***Please read this carefully before signing***

LICH Amityville CRC LLC welcomes the use of our Amityville Community Resource Center conference rooms in keeping with its mission to “to eliminate homelessness on Long Island and improve the lives of Long Islanders who are homeless or facing homelessness”.

**Conference Room Information**

Room 203 max 70 with chairs no tables

Room 207 max 50 with chairs no tables

Navy Room (125) max 50 with chairs no tables

Warehouse max 200 with chairs no tables (100 chairs available for use)

Tables and chairs are available upon request and can be configured by the renter to accommodate meeting needs.

Room rates:

Rooms 125, 203 and 207:

* For Profits: $100 per hour
* Non-Profits and government agencies: Discounts available

Warehouse:

* For Profits: $50 per hour
* Non-Profits and government agencies: Discounts available

**Conference Room Priority and Scheduling**

Conference room rental requests must be *emailed* to Greta Guarton at gguarton@addressthehomeless.org at least 2 weeks prior to the meeting/training date.

In order to give all organizations an opportunity to use the conference rooms, no organization may monopolize the use of rooms.

**Rules and Regulations**

All meetings must conform to all local, state and federal laws and regulations

All meetings must have an applicant present (at least 18 years or older) who is responsible for the participants attending.

No activities are allowed which create noise or which disturbs the normal affairs of the Amityville Community Resource Center

The use of open flames or candles in the meeting room is prohibited.

The electrical capacity of equipment used should not exceed circuit limits.

No object, poster, or writing, etc. will be placed on walls.

No signs may be posted inside or outside the Amityville Community Resource Center premises without permission of LICH Amityville CRC.

Each organization must clean up the meeting room and return it to the condition in which it was found. A charge will be assessed for any special cleaning or repairs made necessary by a group.

LICH Amityville will not care for or store any organization’s materials and will not take responsibility for materials left by an organization

**Food and Beverages**

Alcoholic beverages and smoking are prohibited in all meeting rooms and in the building.

The arrangements for food delivery are solely the responsibility of the applicant. In addition, it is the applicant’s responsibility to handle set up and cleanup of the room. Charges will be assessed if room is left in an unsanitary condition. Hot food is not permitted in Rooms 203 and 207, unless granted in writing.

All trash, garbage and recyclables must be placed in the appropriate containers.

**Security and Parking**

Parking at the Amityville Community Resource Center is free to any visitors.

LICH Amityville assumes no responsibility for security or damage to vehicles during meetings/events.

**Cancellations**

Cancellation must be received 24 hours prior to the scheduled meeting or training. A new date may be selected upon mutual agreement. However, there will be no refunds of the rental fees.

LICH is not responsible for any costs resulting from the cancellation of meetings due to the Amityville Community Resource Center closing for incremental weather or other emergencies. A new date may be selected upon mutual agreement.

LICH reserves the right to cancel a reservation and revoke permission to use any conference rooms to any group or organization which violates or refuses to comply with the rules and regulations of this contract.

It is hereby understood and agreed, if this application is granted, the renter will assume all and exclusive responsibility for the preservation of order and the sole and exclusive liability for any injury to persons, and any damage to, or loss of property that may result from this use.

It is hereby understood and agreed between the renter and LICH Amityville that the renter has read the regulations governing the rental of the room(s) and that the condition contained therein will be observed. If applicable, payment must be received promptly once you have received confirmation that your application has been approved.

Agency/Company Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time of Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Room Requested/Reserved:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name of Representative Representative’s Title

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Signature of Representative Date