



CONFERENCE ROOM INFORMATION SHEET

The Plantory is honored to offer affordable, comfortable, technologically equipped meeting space to our tenants and community organizations. The following information is provided so that your group is aware of what to expect in terms of scheduling, set-up, clean-up, usage, and payment.

• Scheduling:

• Scheduling Process:

Step 1. Check www.plantory.org/calendar for availability.

Step 2. Complete and return Reservation Request Form.

- a. A once-yearly Usage Agreement is also required. Feel free to ask a staff member to verify if you have completed one.

Step 3. The conference room is reserved when you receive a confirmation email.

• Fees:

• Facility Rental:

- **Non-profit Organizations:** Fees are \$15 per hour, up to \$50 for a full day (4 or more hours).

- **For-profit Organizations:** Fees are \$25 per hour.

• Coffee:

Coffee is available during regular business hours at the following rates, per meeting:

- Groups of 10 or less = \$5.
- Groups of 11 or more = \$15.

• Payment:

- We currently accept cash and checks as payment for reservations.
- Please make checks payable to KCCJ.
- We send weekly invoices if you would prefer to wait!

• Set-up and clean-up:

- We recommend allowing at least 15 minutes before and after your meeting.
- This must be included in your room reservation.

• Usage:

- If you would like to use our presentation equipment (TV/Laptop), please let us know prior to your reservation date so these can be made available to you.
- We cannot handle catering arrangements, but would like to know when caterers are expected for your reservation.
- We appreciate when our guests clean up the space after their meetings, especially when food is involved!
- Please recycle using the provided bins.

• Cancellations:

- If your group has to cancel a meeting, you will not be charged unless the cancellation is made within 48 hours of the reservation.
- The total charged will be equal to the amount of the reservation.