



CONFERENCE ROOM USAGE AGREEMENT

Please complete the following agreement in its entirety and return it as soon as possible to the Plantory.

Contact Information (please print)

Renter/Organization: _____

Contact Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Usage Agreement

By signing, you and your organization agree that you have received, reviewed, and will abide by the terms outlined in our *Conference Room Policies* document, including (but not limited to):

- leaving our Conference Room in the condition in which it was found,
- keeping noise disruption to an absolute minimum,
- properly disposing of trash and recycling,
- using all furniture and technological equipment properly,
- and scheduling the Conference Room by following the process outlined in our *Policies*.

By signing, you acknowledge that your request to reserve the Plantory Conference Room is not approved until the Reservation Request Form has been received and you have been given written confirmation of your reservation.

By signing, you and your organization agree to the fees outlined in our *Policies* regarding room reservation fees, damage replacement and repair fees, and any other costs associated with your reservation. These fees are subject to change at any time.

Signature: _____ Date: _____

Please be advised that priority reservations will always go to our tenants, and that we reserve the right to refuse reservations from organizations we feel do not fit into our criteria for Tenant Membership and Conference Room usage.

This agreement will be valid until December 31st of the year signed. Agreements need to be renewed annually.