

Facility Rental Form

The following information assists in determining events needs and preparing final contract.

Please contact Emily Brigham at 907-690-3662 or book online to finalize rental.

Please return this to The Compass Coffeehouse during operating hours
or email to thecompassak@gmail.com

Applicant/Organization Name (If Applicable): _____

Contact Name: _____ Cell: _____

Contact Email: _____

Name or Type of Event: _____

Date: _____ One-time or Reoccurring

Time: _____ to _____

Anticipated # of attendees: _____

Conference Room	Full Facility (after hours only)	Additional Services
\$25 for the first hour \$10 for each additional hour	\$50 / Hour \$100 Refundable cleaning deposit	\$10 / Hour for Coffee Bar (Depending on availability)

Applicant hereby represents that he/she has made a full and complete disclosure of all information which might be pertinent to The Compass consideration of this application and that all of the foregoing statements and information are true and correct. Applicant must comply with all of The Compass policies and all applicable local, state and federal laws regarding licensing, bonding, copyright protection and/or other requirements. Applicant accepts responsibility for payment of rental and service fees and for restitution of any damage to the facility or equipment from Applicant's use of The Compass.

I hereby acknowledge that I have read and agree to abide by all policies governing the use of The Compass

Print Name

Signature

Date

TC Initial _____

Facility Rental Agreement

All renters and guests must comply to the agreements, policies, and procedures of The Compass, as set below.

1. This Room Rental Agreement is made and entered into by and between
The Compass and _____ (Name of Renter/Entry)
2. **Location and Time:** This Contract relates to the rental of
The Compass facility on _____ (date) from _____ (Time Frame)
3. **Responsibility.** The Renter is responsible for the actions of all people attending the function. The Renter is responsible for the safety and upkeep if the room during and immediately following the event. The Renter will ensure the room is clean and in the same condition as which it was received. The renter will abide by the terms of use as listed in this agreement.
4. **Decorating:** When decorating, do **NOT** use pins, tacks or nails on the wall. PLEASE use Painters Tape, blue putty, or removable command strips.
5. **Cleaning.** Please return room/facility to the condition as which it was received by cleaning tables, sweeping floors, vacuuming carpets, and taking out trash. Any excessive cleaning that is necessary as a result of the facility rental will be withdrawn from the security deposit. Cleaning charges that exceed the amount of the security deposit will be billed to the renter.
6. **Damage.** Any damage to the building or the equipment (including any audio/video equipment) associated with the building will be the responsibility of the renter.
7. **Security Deposit.** The Renter must leave provided a security deposit of \$100, which may be refunded after a close out inspection is completed. Any repairs needed due to damages incurred to The Compass property as a result of the use of the facility/rooms will be withdrawn from the security deposit. A statement of repairs, if applicable, and any remaining security deposit will be available to the Renter within 14 business days following the event. Repairs exceeding the amount of the security deposit will be billed to the renter.
8. **Safety.** It is the responsibility of the Renter to assure all children are supervised at all times. Parents of children are responsible for the safety, well-being, and behavior of their children while on the premises.
9. **Personal Property.** The Compass is not responsible for any personal property of attendees. It is the sole responsibility of each person entering the facility to be responsible for all belongings. Under no circumstances will The Compass take responsibility for any lost, missing, or stolen property, personal or otherwise.
10. **Furniture.** All furniture (including tables, chairs, desks, etc.) must be put back by renter in its proper place as originally found.
11. **Trash.** The Renter will assure all trash and litter is disposed of in a proper manner and placed in the dumpster.
12. **Rental fee.** Please see Facility Rental Form for prices. If you have any questions, please contact Emily Brigham at 907-690-3662.

The undersigned has read and understands the aforementioned Room Space Rental Agreement and agrees to abide by and be bound by such agreements, policies and procedures.

Renter's Printed Name (Please Print)

Representative Printed Name (Please Print)

Renter's Signature

Representative of The Compass

Date

Date