



Member# _____ Member Name: _____
 Date : _____ Date of Meeting: _____ Expected Attendance: _____
 Organization Name: _____

Type Of Event / Meeting

New Business Launch _____	Class / Workshop _____	Community Event _____
Business Meeting _____	Seminar _____	Think Tank _____
Book Launch _____	Resource Event _____	Other: _____

Times Of Event / Meeting

Event Start Time:	Access Time:		Arrival:	x:
Event End Time:	Takedown Time:		Departure:	x:

Cost / Payment (2 Hour Minimum) Monday - Friday

	Hours Purchased	Hours Used	Date Paid:
The Start Up: 2 Hours / \$65 - (\$35 hr) Additional			
The Entrepreneur: 2 Hours / \$50 - (\$25 hr) Additional			
The Enterprise: 2 Hours / \$40 - (\$20 hr) Additional			
Full (6hr) Day: \$99 Members / \$150 Go Getters / Public			
Extras: Coffee (2 Pots/ Cups/Creamers/Sugars) \$10			
Equipment: TV: \$10 / Dry Erase Board: Included			
Change Room Set Up: \$20 / Deposit - Food Event \$60			
Saturday Rentals \$25 Additional (One Fee)			
TOTAL DUE AT RESERVATION: \$ _____			\$

- Additional Time is NOT prorated. Full Hour Charged
- Full Payment Due at time of booking
- Events that serve food will require a (\$60) Deposit / \$20 Clean Up Fee- \$40 Refundable (x: _____) Reunded: \$ _____
- Booking Payments are NON Refundable. May be rescheduled (1) Time Only within 90 Days of original schedule

Signature: _____	Date: _____
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By Signing you agree you have received and read Business 911 Resource Center Policies and Agree to follow them.

Method Of Payment: _____ Cash _____ Credit Card _____ Cashapp _____ Fuel4Funds

Approved: _____ Yes _____ No Approved By: _____ : _____ Date: _____ (Id# _____)



Meeting Room Rental Policy

Resource Center has seating for 15 and will seat 25-30 people with additional chairs.

Rental Includes use of Dry Erase Board / Equipment Usage Additional

1. Rental of the conference room will be on a first come, first served basis. Business 911 meetings take priority.
2. Meetings may not be scheduled more than (3) months in advance.
3. The center rental is for business related purposes only. No personal events or celebrations are to be scheduled for the center.
4. The center is set up with tables and chairs. Should renters require a different set-up, the renting party will be responsible for the rental of additional chairs or tables required. The renter will be responsible for the removal of the rented equipment and the return of the room to its normal condition. *Set Up Fee may be required for room to be set up differently.*
5. Renters are responsible for any damage to the facilities and/or contents and fixtures. All damage must be reported to the staff immediately. Room renters will be expected to cover all repairs and placement cost of any damages to the facility itself and contents of such.
6. The Room(s) must be left in proper order, with all paper, trash, cups, etc disposed in the trash receptacles. Waste cans should be emptied in the dumpster at the rear of the building. All chairs and tables should be placed back in their original position.
7. Smoking is NOT permitted in the building.
8. The center shall not be used for fraudulent purposes.
9. It is understood that Business 911 is in no way responsible for any damages, or other liabilities that may be incurred during use of their facility. Renter agrees to release indemnity and hold Business 911 harmless of any damages or incidents that may occur during or related to rental.
10. Deposits are required for events or meetings that will be serving food. Otherwise there is no food permitted in the center. Deposits are refunded if there is no damage or incidents from event/meeting. Clean up fee is not refundable. Deposits are refunded with (24-48 Hours) after the event. Can be picked up or mailed.
11. Payments for meeting rental space is NON Refundable. You may reschedule (1) time within a 60 day period of original scheduled date.
12. Reservations can only be made for businesses on membership application. Additional businesses will be required to pay Public Fee or require additional memberships.
13. Membership discounts can only be applied after being a member for (7) days or more.

Business: _____ Date: _____
As owner / representative of said business you agree to the following terms and conditions. (X Initial: _____)

Approved: ____Yes ____No Approved By: _____: _____ Date: _____ (Id# _____)