



Preparing Young Children for Lifelong Success

## MEETING ROOM RENTAL AGREEMENT FORM

Organization: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Date(s) Required: \_\_\_\_\_

Meeting Time Set-up will begin: \_\_\_\_\_ Clean-up will end at: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

### Room Requested:

Room 1A (capacity 25-30)

Rooms 1A & 1B (capacity 50-120)

Room 1B (capacity 25-30)

Room 2 (capacity 50-120)

### Rental Fees:

Partner / Non-Profit Agency

	# of Hours	Day		Evening	Total
		< 4 hrs	> 4 hrs		
Room 1A		\$50.00	\$100.00	\$50.00	
Room 1B		\$50.00	\$100.00	\$50.00	
Rooms 1A & 1B		\$75.00	\$150.00	\$75.00	
Room 2		\$75.00	\$150.00	\$75.00	
Equipment Use		\$10.00	\$10.00	\$10.00	
Clerk* @ \$ 10.00 per hr					
Total Charge					

For-Profit Agency

	# of Hours	Day		Evening	Total
		< 4 hrs	> 4 hrs		
Room 1A		\$75.00	\$150.00	\$75.00*	
Room 1B		\$75.00	\$150.00	\$75.00*	
Rooms 1A & 1B		\$100.00	\$200.00	\$100.00*	
Room 2		\$100.00	\$200.00	\$100.00*	
Equipment Use		\$10.00	\$10.00	\$10.00	
Clerk* @ \$ 10.00 per hr					
Total Charge					

\*Clerk: For evening events, a Child Start clerk will be required to be on site at a minimum of ½ hour before the event, during the event and ½ hour following the event. Please calculate the number of hours you will need the room and add one hour to this time.

## MEETING ROOM RENTAL AGREEMENT FORM

### *Meeting Room Policy*

1. The primary purpose of the Child Start meeting rooms is to support Child Start, Inc. programs and activities. Therefore, Child Start sponsored programs and the programs of Child Start Partner Organizations will always be given first priority in the reservation of meeting room space.
2. Renters are responsible for any damage to the facilities and / or contents and fixtures. Room Renters will be expected to cover all repairs and replacement cost of any damage to the facility itself and or the contents of such.
3. No Smoking is permitted in the building.
4. No Food or Drink is allowed in the meeting rooms except water.
5. The room(s) must be left in proper order, with all paper, trash, cups, etc. disposed of in trash receptacles.
6. Renters and meeting attendees are restricted to designated meeting room(s), lobby and restroom areas on that floor.

### *Reservation of Meeting Rooms*

Rental of the Child Start meeting room(s) will be on a first come, first served basis. The application form along with payment must be submitted to the Child Start, Inc. Administration Office at least two weeks in advance of the requested meeting. The form may also be submitted by fax at 316.689.8713.

The signer of the application form must be an adult and is responsible for the orderly conduct of the group. It is also the responsibility of the signer to inform the Administration Office if a meeting is cancelled. **Cancellations received at least 24 hours in advance will receive a refund of half their payment.** No Refund will be made if cancellation is less than 24 hours in advance or no prior notification is ever received. Child Start reserves the right to deny future reservations to organizations that fail to notify Child Start of cancellations or frequently cancel meetings.

### *Audiovisual Equipment*

Child Start Meeting Rooms are fully equipped to offer technical support for presentations, workshops, etc. Audiovisual equipment is available to be used by outside groups for a fee. Please refer to our current fee schedule for cost. Groups may use their own equipment provided Child Start network and / or audiovisual systems are not compromised. Child Start Computer Operations must be consulted before approval is granted for outside equipment to be used.

### *Denial of Meeting Room Privileges*

No group will be permitted use of a meeting room if that use poses a potential disturbance to the normal operation of Child Start (e.g. excessive noise, a safety hazard, or a significant security risk). Child Start Director may also deny the use of meeting rooms to groups that violate meeting room policies.

### *Disclaimers*

Child Start, Inc. is not responsible for loss or damage of equipment, supplies, materials or any personal property owned by those sponsoring or attending meetings at Child Start. In addition, the Child Start, Inc. board, agents and employees are not to be held liable for any and all claims of injuries, including death, damages or loss, which may arise in connection with a meeting, held on Child Start, Inc. property.

**Child Start, Inc.**  
**1002 S. Oliver**  
**Wichita, KS 67218-8713**

**Phone: 316.682.1853**  
**Fax: 316.689.8713**

I have read the information regarding use of Child Start facilities and agree to abide by all rules and regulations.

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Date

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Signature of Client