

Community Learning Center Room Rental Agreement

Terms & Conditions of Use

By renting a room from the Community Learning Center (CLC) you agree to abide by the following Terms and Conditions:

1. The following must be received by the public relations officer at least 48 hours before an event: a signed copy of this contract, a deposit of \$75 unless otherwise stated, and the email addresses and phone numbers of at least three group contacts. In addition, a copy of the event registration with the Dean of Students' office must be received for all events with over 40 people in attendance.
2. A member of your organization *must* meet with the public relations officer or a person designated by him/her at least 30 minutes before event or the event may not be held.
3. All events managers and social hosts are to be provided by the organization. This is not the responsibility of the CLC.
4. Permitted space for regular reservations includes all common areas of the first floor, excluding the shower in the first floor bathroom. No one attending the event is allowed off the first floor; the basement, second, and third floors – as well as the bathrooms on these levels – are off-limits. If the kitchen is reserved specifically, the kitchen manager must also be contacted and met with before the event. Reservation of the kitchen excludes entrance into the pantry or examination of the inner contents of the refrigerator or freezer. Food or other items in the kitchen that are the personal property of members of the CLC are *not* to be used or disturbed. No food for an event may be stored in the CLC.
5. Smoking is not allowed within the CLC whatsoever. In accordance to campus policy, smoking is only permitted 30 or more feet from all entrances to every building.
6. Weekday events must end promptly at 12:00 AM unless permission is granted by every member of the CLC. Weekend events *must* end promptly at 2:00 AM. The times given are in accordance with University guidelines concerning quiet hours in residential buildings. *There are no exceptions.*
7. The deposit will be returned upon inspection of all floors and approval of the Public Relations officer. All organizations have a maximum of *24 hours* to clean and return the CLC to its prior state before deposit is forfeited. Any damages incurred during the event will also cause a retraction of the deposit, and additional fees may be charged if the cost of damages exceeds the deposit. In addition, a breach of this contract, especially failure to return the house to its prior condition in the 24 hour period, will result in a subsequent increase in the deposit requested by the CLC for future events.
8. Please note that all University of Rochester rules and policies apply at any events.

I, _____, on behalf of _____,
do hereby accept all terms and conditions listed in the above rental agreement in renting space _____ am/pm
to _____ am/pm on ____ / ____ / ____.

signature