

Access II Class Room Operating and Usage Policies

Thank you for your interest in the Class Room. Access II staff will be happy to assist you to help make your event a success. Please read the following policies regarding the use of this facility and observe the rules carefully.

All guests for a Class Room event are required to check-in in Access II's main location (brick building) Access II will provide you with a key card for the reader to appropriate door, if necessary. Under no circumstances will guests be allowed to use any other portion of the building, under this agreement. This agreement is for use of a classroom only.

Reservations: Reservations for use of the Class Room shall be made on a first-come, first-served basis. Reservations may be made up to twelve months in advance. Requests for reservations of the Class Room must be made through the Access II Independent Living Center office at 101 Industrial Parkway, Gallatin MO 64640. Reservation information is also available by telephone at 660-663-2423. Reservations are not valid until a completed agreement is submitted and a valid card for charges is entered into our system. A non-refundable user fee will also be paid in advance for the use of the facility at the rate of \$25 per hour.

Damage Deposit Fee: The Class Room does NOT require an initial deposit. However, the card on file will be charged for any damage that occurs outside of normal wear and tear. **Failure to clean facilities will result in a \$200 cleaning fee being charged to your card on file.** The User is responsible for any damage to the facility or equipment during the event and may be charged an additional fee for repair, replacement, or major cleaning.

Hours Available: Normal use of the Class Room shall be between the hours of 8:00 A.M. and 10:00 P.M.

Smoking/Vaping: Smoking/vaping is not permitted in the Class Room or in any Access II Building. The patio is designated as an outdoor smoking/vaping area. However, the User will be charged for clean-up (\$250) if smoking/vaping items are not disposed of properly.

Alcoholic Beverages: No alcoholic beverages are allowed in the Class Room or on Access II 's premises without consent of Access II and obtaining of the proper required city/state documents and purchasing your own event insurance and

providing documentation of the insurance two (2) business days prior to your event

Capacity: The Class Room has a seating capacity, with tables, for approximately 15 persons.

Security: Cameras are placed throughout the facility for security purposes. Users are required to provide their own security if they feel it is necessary. Access II reserves the right to require security at any and all functions.

Parking; Parking is available in the gravel parking lot. No parking is allowed in the grass areas.

Class Room Equipment: The Access II provides the following list of equipment at no cost. The User is responsible for returning the space back to the original set-up if changes have been made.

Quantity Description

18	Rolling Chairs
9	Meeting Tables
1	Microphone

Open Access: Access II reserves the right to open access at all times to all spaces occupied by the User.

Liability: The User is responsible for any damage or breakage to any portion of the Class Room and agrees to repair/replace in full any damage done to the facility. The user also agrees to hold harmless Access II in any way for accident or injury which may occur to a person(s) on the premises during the event. Access II is not liable or responsible for any personal property used in or left in the Class Room.

Sign and Decoration Placement: Positively no chemicals, paints, toxic materials, tape, glue, tacky substance, nails, tacks or other materials are to be used on the walls, tables, floors, glass, or support posts in the Class Room. No fog machines are allowed at any time.

Sublease Prohibited: The User shall not assign or sublet the space covered by this agreement without the written consent of Access II.

User's Responsibilities: The User or his designee must be present during the preparation (facility decorating and catering set-up) and clean-up times. Facility clean-up and removal of User's personal properties are the responsibility of the User. The facility must be cleaned and all personal properties must be removed from the facility at the end of the event because the facility may be rented for the next day. The User is responsible for leaving the Class Room as it was, sweeping and mopping the floors if necessary. Floors should be free of debris, food, and scuff marks after use. The User is also responsible for removing any and all trash from the Class Room. Pets are not allowed under any circumstances. Service animals permitted. Failure to clean facilities will result in a \$200 cleaning fee being charged to your card on file

The User is responsible for pick up and return of the Key Card, if one was assigned for this event. Access II Staff will set the pick-up time for the key. Users should assure all doors are locked upon exit and the key, if assigned, can be left in the window sill, if needed.

ADA Compliance: The User warrants that it is in compliance with the Americans with Disabilities Act, and that it will, in carrying out the requirements of this agreement comply in all respects with provisions of the Act and its implementing regulations.

Access to Building: Access II Staff will control access to the building before and after all events. In case of emergency or locked doors, please call the Access II Director at 660-663-2423 extension 225.

User Signature

Date

Valid Card on File with Access II Date _____

\$ _____ Total Rental Paid Date _____

Access II Staff Signature

Date