

GEOS INSTITUTE

84 Fourth Street
Ashland, OR 97520
www.geosinstitute.org/rental

Geos Community Room Rental Information

Fees:

The Rental Fee for the room itself is \$45 for up to four hours and \$90 for over four hours up to a full day. This includes wireless internet (network name “geos_guest”; password provided after payment received).

The total fee must be received prior to the rental date, unless other arrangements are made in advance.

Safety:

The fire alarm in the meeting room is not directly linked to the Fire Department. **If there is a fire or emergency, please call 911.** A fire extinguisher is located just inside the front door.

An emergency exit is located in the back hall. To access it, go out the back door of the meeting room, turn left and then right when the hall dead ends. **DO NOT** block these hallways with tables, chairs, etc. during your event.

Burning of candles, incense, or other material is prohibited. The Geos Community Room is a non-smoking facility.

Please turn off all lights, including the outdoor light, when you leave. The outdoor light switch is just inside the door and is marked.

Entrance:

There is a key box located on the left side of the Community Room entrance door. You will be given the code when you pay for the room prior to the date of use.

On the key box, press the CLEAR button located at the bottom of the touch-pad, then enter the four-digit code (be sure to press the buttons down until you feel or hear the click). Push and hold the metal tab on top of the box down to open the box. To return the key, repeat the procedure to open the box.

Please DO NOT tape any flyers or other announcements to the outside of the door or on the outside of the building. If you would like to post flyers or announcements about your event, please get one of the free-standing green sandwich boards (located near the chair storage area), place it on the sidewalk outside the building, and tape or tack your flyers or announcements to it.

Heating/Cooling:

The building has central heat and air conditioning. The Community Room thermostat is set on a timer. If you need to adjust the temperature, press **only** the up or down arrows to the right of the temperature

number. A comfortable setting for winter is 67, and for summer 76. The thermostat will reset itself at midnight. Please do not turn the system off.

Furniture/Decorations:

Tables and chairs are located in the room for your use. Please be considerate to your fellow community members and return all tables and chairs to their storage location before you leave, unless prior arrangements have been made. Please do not move furniture or displays in the lobby area.

Art is often displayed on the walls and/or stage. Please do not touch or disturb the artwork.

Cleaning Supplies:

Please clean up any spills using the sponges under the sink in the restrooms. Brooms and dust pans are located in the back hallway. Please sweep the room before you leave and make sure all trash and recycling is in the appropriate receptacle.

The trash and recycling bins outside on the north side of the building are locked. If you think your event will generate a significant amount of waste, please contact us prior to your event to set up access to the bins outside. **Glass must be in the separated into the smaller gray tubs.**

Please do not clean any dishes, glasses or other food utensils in the bathrooms. Any such items brought into the building for serving or consuming food must be taken away for cleaning.

Revised 9/10/18