

GEOS INSTITUTE

84 Fourth Street
Ashland, OR 97520

Contact Person: Christina Mills
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www.geosinstitute.org/rental

Geos Institute Community Room Rental Information

Agreement:

Please complete the separate rental agreement contract and return to the Geos Institute prior to your event.

Fees:

The Rental Fee for the room itself is \$35 for up to four hours and \$70 for over four hours up to a full day. The wireless internet fee is an additional \$15 for up to four hours and \$30 for over four hours up to a full day.

The total fee (room and internet) 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.

If you open any windows please make sure to shut them completely when you leave.

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.

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 74. The thermostat will reset itself at midnight. **Please do not press any other buttons on the thermostat.**

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.**

Wireless Internet

An unsecured wireless internet connection is available for an added fee. Please contact Christina if you would like to include that in your rental.

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 bin outside on the north side of the building is locked. If you think your event will generate a significant amount of trash, please contact us prior to your event to set up access to the outdoor trash bin. Please bring out your recycling items to the blue lid bin 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 7/11/17