



84 Fourth Street
Ashland, OR 97520

www.geosinstitute.org/rental

Geos Community Room Rental Terms and Restrictions

Fees:

The Rental Fee for the room itself is \$30 for up to two hours, \$30 for each additional hour and \$120 for five hours up to a full day. This includes wireless internet (network name "geos_guest"). You will be given the password when you pay for the room.

The total fee must be received at the time of booking. If you are booking a recurring event, recurring payment can be arranged.

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

Sale and consumption of alcohol is prohibited.

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.

No nails or tacks may be placed in the walls. Decorations can be put on the walls with blue painter's tape (not scotch) tape. Renters are responsible for any damage done to the walls from decorations.

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 provided 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 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 (by the 4th and B Street building corner). If you think your event will generate a significant amount of waste, please contact us prior to your event to set up arrangements. **Glass must be separated into the small 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.

The premises must be left as found (see checklist, following).

Emergency Contact:

Before you leave - Checklist

- Renters and participants of events are not permitted to enter or remain inside facility prior or after the approved time.
- Stack the chairs neatly in the right corner of the room (facing the stage) behind the divider.
- Put away any tables used to the place you found them (corner of the room by the chairs).
- Clean up any spills using the sponges under the sink in the restrooms.
- Wipe down any tables and counters of liquid spills or food stains.
- Sweep the room.
- Empty trash and recycling. You will find trash bins outside. Glass must be separated into the small gray bins.
- Check that all windows are closed.
- Turn off all lights, including the outdoor light, when you leave. The outdoor light switch is just inside the door and is marked.
- Check that the doors leading to the outside are locked.
- Check that the door key is placed in the key box and the key box is secured when you leave.

Thank you for your help and cooperation!