



## COM MEETING ROOM RENTAL AGREEMENT AND CONTRACT

### RATES

Hours	Rate
1hrs	\$100
2hrs-4hrs	\$75 per hour
5hrs-8hrs	\$65 per hour

**Contributing members to Community Christian Church receive 50% off rates.**

The room rental rates include standard 60-inch in-house flat screen smart TV, tables, and chairs. Unlimited Coffee and Soda drinks are available for two dollars per person. No outside drinks allowed.

### MEETING ROOM POLICIES

The following policies are set forth for rental of meeting space at the Com, and Group agrees to abide by these policies.

#### **Rental Procedure:**

All room rental fees must be submitted with a signed Meeting Room Request Form and Meeting Room Rental Agreement and Contract to reserve the meeting space. **Usage of room for hourly rate includes set up and tear down time.**

#### **Cancellations:**

No penalty if written notice is provided two weeks before the meeting date. Cancellation less than two weeks will be assessed a 25% administrative fee. No refunds if cancellation is less than one week from scheduled function. A full refund, less applicable cancellation fees, will be mailed to Group upon cancellation.

#### **Room Set-up:**

Fees include Standard setup standard 60-inch in-house flat screen smart TV, tables, and chairs.

The group is responsible for the repair of any damage incurred to the Com property (TV, tables, and chairs) while in the Group's use.

Groups may bring their AV equipment or order from an outside vendor. the Com offers no guarantee on the compatibility of outside equipment. If additional AV equipment is required, the Group is responsible for arranging the rental of equipment, set-up, and dismantling. The Group must provide the name of the company that will be delivering additional AV equipment.

### **Tear down/ Clean-up:**

The Group is responsible for the cleanliness of the meeting facility upon conclusion of the event;

- Chairs and tables must be straightened and returned to the original position
- No used materials or trash to be left in meeting rooms
- All used paper, plastic ware; bottles and cans must be placed in trash receptacles
- Leftover food must be placed in trash receptacles.

### **Miscellaneous:**

- No smoking in or around the rental facility.
- No Candles
- No Confetti
- No Alcohol
- No Glitter

### **CONTRACT**

Group or Individual assumes all risk of, and agrees that the Com shall not be liable for any damage to property or injury to or death of any persons including, without limitation, Group, members, directors, officers, employees, contractors, invitees, patrons, licensees, or agents, in, on or the Com premises from any cause except where such damage or injury arises out of the gross negligence of the Com. Further, Group shall fully indemnify and hold The City205 llc and the Com Meeting Place and its respective members, directors, employees, insurers, attorneys, and agents harmless from all claims, demands, actions, causes of action, losses, damages, or liability (including, without limitation, all expenses of litigation, court costs, and attorney's fees) for any injury or death to any person, including, without limitation, any injury, disfigurement, or death, any monetary claims, including, without limitation, any injury, disfigurement, or death, any monetary claims, including, without limitation, any claims for medical expenses, pain and suffering, mental anguish, emotional distress, loss of consortium, or for lost wages, or any injury received or sustained by any person or property arising out of the acts or omissions, including negligence, of the Group or any of its shareholders, members, directors, officers, employees, contractors, invitees, patrons, licensees, or agents, or the performance of, or failure to perform by, the Group or any of its shareholders, members, directors, officers, employees, contractors, invitees, patrons, licensees, or agents, of any of the Group's obligations under this Agreement even if such claim is based on a claimed negligent act or omission of any of the indemnities.

The Group assumes all responsibility for repair and restoration in the event of damages caused by the Group or their invitees. Group agrees to be, and is, responsible for ensuring that the meeting, including the layout of the meeting room and any equipment and/or other item used in connection with the meeting and/or the Group function, is not ADA accessible and compliant. Group also agrees to comply with each and every term and provision of the Com Meeting Place Rental Agreement, which is incorporated into and made part of this Contract as if fully set forth herein.

I HAVE READ THE ENCLOSED INFORMATION AND AGREE TO ABIDE BY THE COM AND AGREEMENT AND THIS CONTRACT.

Individual \_\_\_\_\_

Group \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_

RETURN A SIGNED COPY OF THIS AGREEMENT, THE COM MEETING ROOMS REQUEST FORM, AND PAYMENT TO:

the Com  
3401 Millikin Road  
Hamilton Ohio 45011

YOU WILL RECEIVE A LETTER OF CONFIRMATION BY EMAIL

