



MULTIPURPOSE ROOM RENTAL RATES AND GUIDELINES

- **Reservation Process:**
 - All room reservations must be made in advance through ashleigh@ecpb.org
 - Reservations are on a first-come, first-served basis.

- **Cancellation Policy:**
 - Cancellations must be made at least 24 hours before the scheduled meeting time to receive a full refund.
 - Late cancellations may result in a partial or no refund, depending on the circumstances.

- **Payment and Fees:**
 - Payment must be made in full before the scheduled meeting time:
 - ◆ **\$25/hr** for half of the room (up to 4 hours)
 - ◆ **\$250** for half of the room for full day (up to 8 hours)
 - ◆ **\$50/hr** for full room (up to 4 hours)
 - ◆ **\$500** for full day (up to 8 hours)
 - **50% discount** will be applied to the room rental with a **\$100 minimum catering order**.

- **Room Capacity:**
 - The number of attendees must not exceed 75 people.
 - The whole room can accommodate 75 people with just chairs, and 50 with both tables and chairs. Half of the room can accommodate 40 people with just chairs and 24 with tables and chairs.

- **Room Set-Up and Breakdown Responsibility:**

- You are responsible for how you want the room set up for your event.
- We will take out any chairs and tables you do not need.
- Please stack chairs and fold tables before you leave to lock up.

- **Access and Security:**

- Access to the multipurpose room will be granted only during the reserved time.
- If the event is after office hours or on the weekend you must stop by Extraordinary Charities and pick up the guest key the week of your event between 9 am and 5 pm.
- The key can be dropped in the mailbox once the building's alarm is set and you exit the front entrance.
- All guests will enter through the front doors. Place the blue key fob on the black sensor in front of the door and you will hear a click. The door will automatically unlock.
- You are responsible for welcoming your guests when they arrive at the front door.
- The kitchen entrance on the side of the building is only for the **Recipes for Success Culinary Program and staff**. Please give your guests notice to only use the front entrance.
- Guests are responsible for the security of their belongings. EC is not liable for any lost or stolen items.

- **Cleanliness:**

- The multipurpose room and kitchen breakroom must be left in the same condition as it was found.
- A cleaning fee may be charged if the room requires excessive cleaning after use.

- **Equipment and Supplies:**

- EC has provided equipment and supplies which are included in the rental fee.
 - You have access to the Smart Board and TV.
 - You and your guests have access to the Breakroom Kitchen.
 - You are welcome to use the coffee makers, toaster oven, dishware, drinkware, and silverware.
- Please **do not** use any supplies in labeled cabinets. They are designated for the nonprofits who rent office space in the building.
- Please leave the kitchen in the same condition as it was found.
- Place all dirty dishes in the dishwasher and start it when you leave. Pods are under the sink.
- Please empty trash and dispose of bags in the enclosed dumpster in the rear of the building.
- A cleaning fee may be charged if the kitchen or room requires excessive cleaning after use.
- You **do not** have access to the commercial kitchen at the back of the building. The kitchen is only used for the Recipes for Success Culinary Program.
- Any damage to equipment or property must be reported immediately and may result in additional charges.

- **Noise and Disturbance:**

- Please maintain a reasonable noise level to avoid disturbing other occupants of the building.

- **Compliance with Laws:**

- Renters must comply with all local laws and regulations during their use of the multipurpose room.
- Any illegal activities or violations will result in immediate eviction and may be reported to the authorities.

- **Food and Beverages:**

- Outside beverages are allowed, but guests are responsible for cleanup.
- Alcohol may be permitted with prior approval and adherence to legal regulations.
- **No outside food is allowed.** We do offer a catering service. Recipes For Success Catering menu can be found on www.recipesforsuccess.org Contact Jennifer Macri, jenn@ecpbc.org to place your order.

- **Closing Procedures**

- The alarm code is 7700. Used to both disarm and alarm system and has an exit delay of about 1 minute. Please verify that no other guests are in the building before setting the alarm.
- If the gate to the parking lot is closed when you arrive, the code to the attached lockbox is 2460 and it contains a key to open the gate. The gate should get locked when you leave after the last car has departed, and the key goes back in the lockbox.
- When you leave, turn off the hallway and the front door wall switches. Alarm the building.
- Drop the key in the mailbox after you lock it up.

If you need anything maintenance related e.g., ac or alarms not working properly call Bob Gustafson at (561) 379-8556