

## RENTERS INFORMATION

Date of Request: \_\_\_\_\_ Date of Use: \_\_\_\_\_ Time: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Organization: \_\_\_\_\_ Non-Profit ID: \_\_\_\_\_


Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_


Caterer (if applicable): \_\_\_\_\_ Attendants Expected: \_\_\_\_\_

Indicate Nature of Event: \_\_\_\_\_

## TERMS AND CONDITIONS

- ✓ Reservations must be made 2 weeks in advance and a contract must be signed to reserve a room.
- ✓ Reservations can be made up to 6-months in advance.
- ✓ Choice Health & Fitness and the Grand Forks Park District events have priority.
- ✓ Community Rooms are not intended for monthly, regularly scheduled association, organization, or club meetings. This is to ensure our rooms are available for multiple community groups.
-  ✓ Notice of cancellation must be given at least 5-business days prior to the date of reservation. Failure to do so may result in loss of future room privileges.
- ✓ Community Rooms may not be used by organizations providing similar services available through Choice Health & Fitness, Altru, or TruYu.
- ✓ Access to Community Rooms for set-up must be included in the reservations and rental fee.
- ✓ All requests are subject to change.

## COMMUNITY ROOM RESTRICTIONS

- ✓ Community Rooms are NOT to be utilized for parties (i.e. holiday, birthday, engagement, retirement, etc.) or for any sales related activities (i.e. Scentsy, Tupperware, Pampered Chef, etc.).
- ✓ Community Rooms are NOT intended for monthly, regularly scheduled association, organization, or club meetings. This is to ensure our rooms are available for multiple community groups.
- ✓ Community Rooms may NOT be used by organizations providing similar services available through Choice Health & Fitness, Altru, or TruYu.
-  ✓ Choice Health & Fitness and our partners must be able to operate without interference. This means noise must be kept at a reasonable level.
- ✓ Tobacco and alcohol are NOT permitted on the premises.
- ✓ No nails, tacks, adhesives, glues, 3M removable fasteners, or tape can be used on the walls or floors.
- ✓ No helium balloons are allowed in the facility.

# Community Room Rental Agreement

Email completed form to [jmaki@choicehf.com](mailto:jmaki@choicehf.com)


## RENTAL FEES

Item Description	Hourly Rate
Community Room <u>Hollow Square</u> Setup (2-Hours or Less)	\$30
Community Room <u>Hollow Square</u> Setup (2-4 Hours or Less)	\$50
Community Room <u>Hollow Square</u> Setup (4-Hours or More)	\$100
Outside Catering	\$25
Audiovisual (TV and/or HDMI)	\$15
Additional Setup (Individual Tables, Theater, Conference, Classroom or U-Shape; Accommodations for more than 16 attendees)	\$15
Coffee (approximately 20 cups)	\$15 + tax
White Board & Dry Erase Marker	\$5

## ARRANGEMENTS

Item Description	Fee
<b>Community Room</b> <input type="checkbox"/> Bundlie Room <input type="checkbox"/> Sterling Room <input type="checkbox"/> Both	20 % Discount <input type="checkbox"/> Non-Profit
<b>Tables &amp; Chairs</b> <input type="checkbox"/> Hollow Square 16-attendee setup included in the price of room rental  <i>Additional fees apply for the following arrangements (see above for pricing)</i> <input type="checkbox"/> Individual Tables <input type="checkbox"/> Theater <input type="checkbox"/> Conference <input type="checkbox"/> U-Shape <input type="checkbox"/> Classroom	
<b>Amenities</b> <input type="checkbox"/> Facility Tour no fee <input type="checkbox"/> Podium no fee <input type="checkbox"/> Audiovisual <input type="checkbox"/> White Board & Dry Erase Marker <input type="checkbox"/> Catering Choice H&F Deli or Eagles Crest <input type="checkbox"/> Coffee <input type="checkbox"/> Outside Catering	
<b>TOTAL</b>	

## ADDITONAL NOTES OR SPECIAL REQUESTS



By signing below, I acknowledge that I have read, understood and agree to the terms of this agreement.

Signature of Applicant: \_\_\_\_\_