Sommunity Room Rental Agreemen

Email completed form to jmaki@choicehf.com

RENTERS INFORMATION

Date of Request:	Date of U	Jse:		Time:
Last Name:	First Name:			
Organization:		Non-	-Profit ID:	
Phone:	E	mail:		
Address:	_ City:		State:	_ Zip:
Caterer (if applicable):			Attendants Exp	ected:
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

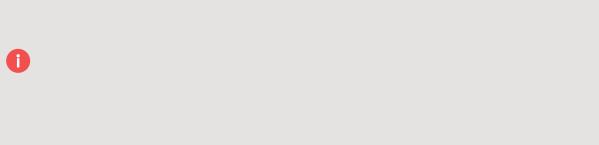
- Community Rooms are NOT to be utilized for parties (i.e. holiday, birthday, engagement, retirement, etc.) or for any sales related activities (i.e. Scentsy, Tupperware, Pampered Chef, etc.).
- Community Rooms are NOT intended for monthly, regularly scheduled association, organization, or club meetings. 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

RENTAL FEES

Item Description	Hourly Rate	
Community Room Hollow Square Setup (2-Hours or Less)	\$30	
Community Room Hollow Square Setup (2-4 Hours or Less)	\$50	
Community Room Hollow Square 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
Community Room ☐ Bundlie Room ☐ Sterling Room ☐ Both	20 % Discount ☐ Non-Profit
Tables & Chairs ☐ Hollow Square 16-attendee setup included in the price of room rental Additional fees apply for the following arrangements (see above for pricing) ☐ Individual Tables ☐ Theater ☐ Conference ☐ U-Shape ☐ Classroom	
Amenities ☐ Facility Tour no fee ☐ Podium no fee ☐ Audiovisual ☐ White Board & Dry Erase Marker ☐ Catering Choice H&F Deli or Eagles Crest ☐ Coffee ☐ Outside Catering	
TOTAL	
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: