

Room Rental Agreement

This is an agreement between _____ (Renter) and AOMA Graduate School of Integrative Medicine (AOMA) for the use of a space for educational purposes. The renter assumes the entire responsibility for losses, damages, and claims arising out of any activities conducted and /or supervised by the renter in fulfillment of this contract, including ordinary coming and going of participants. Renter further will indemnify, defend, and hold harmless AOMA, agents of AOMA, and AOMA employees from any and all such losses and claims.

For movement or mind-body rental events: Renter acknowledges renter’s obligation to obtain insurance coverage for the benefit of the renter. Renter waives any rights to recovery from AOMA for any injuries that Renter or participants may sustain while engaged in activities facilitated by Renter under this Agreement and that are a result of the negligence of the Renter or Renter’s employees. Please submit copy of liability insurance.

Renter agrees to arrange facilities, equipment, and furniture (including HVAC thermostats) to the condition that existed at the start of the use term, and to clean rooms, equipment and furniture to the beginning condition after their use term.

In order to view the spaces a completed form is required. Appointments to view spaces are available M-F 9am-5pm.

Room Rate Information

Room	Area	Room Capacity – Theater	Room Capacity – Classroom	Rate Per Day	Rate Per Hour
E1	896	70	50	\$ 300	\$ 65
E2	700	60	40	\$ 300	\$ 65
E3	880	70	50	\$ 300	\$ 65
E4	715	60	40	\$ 300	\$ 65
B1	793	65	45	\$ 300	\$ 65
Mind Body Center (Dojo)	937	60	N/A	\$ 350	\$ 95
Conference Room		n/a	8	\$ 275	\$ 65

Reserving Meeting Space

Please complete the following forms and e-mail them to rdavidson@aoma.edu. If your request can be accommodated, the space will be *tentatively* booked pending full payment of the room rental fee and other applicable charges. No reservation shall be considered definite until full payment has been made and the Meeting Organization has received written confirmation of the reservation from AOMA staff.

Payment

AOMA accepts business checks as payment. All room rentals must be finalized and paid in full 10 business days before the scheduled event date.

Confirmation & Cancellation Policies

Once the completed application and security deposit are received, AOMA staff will confirm the reservation in writing via email. Requests to cancel reserved meeting space must be received in writing with adequate notice. Adequate notice constitutes three (3) business days for cancellations for all meeting facilities reserved. If adequate notice is not provided, the full security deposit will be forfeited.

Act of God: If a cancellation is due to an Act of God, including extreme weather conditions (hurricane, flood, snow storm, and earthquake), the Meeting Organization will receive a full refund.

Force Majeure: No Party shall be liable in damages or have the right to terminate this Agreement for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including Government restrictions (including the denial or cancellation of any export or other necessary license), wars, terrorist acts, insurrections and/or any other cause beyond the reasonable control of the Party whose performance is affected. Should Meeting Organization's event be cancelled, postponed or otherwise adversely impacted as a result of a *force majeure* event, there shall be no refunds for payments already received by AOMA, but AOMA will use all reasonable efforts to work with Meeting Organization to produce the event at a later date if necessary, subject to AOMA's availability. Additional fees may be incurred and due to AOMA as a result of a rescheduled event.

Building Closures/Delays: AOMA adheres to the guidance, as reported on local news stations, of the federal government. If the federal government offices are closed, AOMA will be closed. AOMA will also follow the guidance of the federal government during inclement weather for delayed opening times and early closing times.

Disclaimers: If the Meeting Organization decides to utilize the parking lot, AOMA will not be held responsible in the event of damage or theft to vehicles belonging to Meeting Organization's representatives and participants. AOMA will not be held responsible in the event there is damage in any conference room including use of equipment.

CONDITIONS FOR RENTAL AGREEMENT FORM

The following rules govern use of meeting space in AOMA. Meeting Organizations agree to abide by these rules as a condition of use. Violations may result in revocation of conference room privileges.

- AOMA meeting facilities are equipped with tables and chairs. There is room and flexibility for the use of additional chairs at an additional cost and provided they do not overcrowd the rooms.
- There is a standard setup for each room. If the Meeting Organization prefers a different configuration of the room, there will be an additional fee for this service. The Meeting Organization is responsible for returning the room to the same condition it was in prior to the Meeting Organization's event. This includes returning tables and chairs to pre-event order and proper disposal of trash & recyclables.
- AOMA's meeting facilities are located within the campus. Meeting activity for all meeting participants is restricted to the rented conference room area and restrooms only. Meeting materials may not be set up in the hallway, and meeting participants may not congregate in the hallway. The Meeting Organization is responsible for communicating this to its meeting participants.
- Each meeting organization must provide appropriate signage signifying to their participants the location, date and time of their meeting. The signage will be placed in the lobby and should be provided to AOMA in advance for review.
- Food and non-alcoholic beverages are allowed. Meeting Organizations must sign for delivery of their catering orders and can request assistance to help with set up for an additional fee.
- Use of phones, desks or other items in the offices of AOMA staff and its faculty is prohibited.
- AOMA requests that each Meeting Organization designate one person to handle all communications and transactions with AOMA. That designated person must be on-site throughout the rental period.
- AOMA reserves the right to assess a fee if the meeting facility or its equipment is damaged or otherwise not returned to its original condition.
- Due to fire code, the number of people attending the Renter's event cannot exceed the rented room's capacity. If room capacity is exceeded, renter will be asked to leave immediately without a refund.
- Time booked includes 15 minutes before and after event.
- Minimum time per day is 2 hours.
- A 50% deposit is required to hold rooms.
- A \$250 charge applies for use of massage tables and sheets.
- IT and audio/visual services may be available for an additional fee.

Room(s) requested _____

Date(s) & time(s) of room rental: _____

Renter's Name: _____

Phone number: _____ **Email:** _____

Describe your event: _____

Room Arrangement:

AOMA's classrooms normally come with tables/chairs. The dojo normally comes with neither. Please indicate any special room setup needed. Note – an additional fee for room setup may apply. If so, it will be noted in the Comments line, below.

<input type="checkbox"/> Classroom	<input type="checkbox"/> U-Shape	<input type="checkbox"/> Conference
<input type="checkbox"/> Square	<input type="checkbox"/> Banquet/Small Groups	<input type="checkbox"/> Theater (chairs, no desks)
<input type="checkbox"/> Other:		

For more detailed events, please provide a specific description of your requested set-up. **A simple sketch or diagram of your set-up is always welcome** and helpful and, on occasion, we may request one if we need clarification.

Comments: Additional room set-up fees or audio/visual fees will be \$_____.

I have read, understand, and agree with the above information.

 Authorized Signature Date

 Accepted by AOMA (Authorized Signature) Date

AOMA office use only

Deposit amount: _____ Payment date: _____

Payment amount: _____ Payment date: _____