



Freedom House, Inc.
LAB RENTAL APPLICATION

This application is a 6-page document. Please retain pages 4 - 6 and forward pages 1-3 along with deposit to Freedom House.

Organization/Individual _____

Contact Person _____ Telephone _____

Address _____

City _____ State _____ Zip _____

Please indicate if non-profit or community organization: _____ Yes _____ No

Purpose Of Organization: _____

Description of Event (s): _____

Single Event

Start Date: _____ End Date: _____ Time: _____ am/pm -
_____ am/pm.

___ M ___ Tu ___ W ___ Th ___ F ___ Sa ___ Su

_____ Daily _____ Weekly _____ Monthly

No. of people expected: _____



Touching Lives. Uplifting Spirits

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Rental Rates:

Computer Classroom (\$30/hr.)

(Capacity 25 people)

Payment Schedule:

Cost of Rental:

(Total hours _____ x Hourly rate \$ _____ = \$ _____)

Deposit Amount Enclosed \$ _____ (Non-refundable).

Net Amount Due: \$ _____ (Refundable)

In order to secure the date, a deposit must accompany the application; **for multiple rentals, a deposit is required for each date listed.** (Money order, is to be made payable to Freedom House, Inc.) **Freedom House reserves the right to cancel reservation for due cause.**

1. The reservation cannot be rescheduled within seven (7) days of the event. To do so may require another rental fee. Applicants who cancel an appointment due to inclement weather may reschedule for a later date at no charge. Other than inclement weather conditions, deposit is non-refundable.

2. You must be at least 21 years of age to rent from Freedom House.

3. Payment must be in the form of money order only.

4. Freedom House does not allow the charging of admission for events.

5. Meetings and events that exceed the scheduled finish time; lessee will be billed by increments of 15 minutes at a rate of \$30. (Examples: 5 minutes and lessee will be charged \$30, 17 minutes late and lessee will be charged \$60.)

6. Freedom House, Inc. can only be listed on printed materials as the location. Our telephone number cannot be used.

9. Renter assumes responsibility for prohibiting guests from loitering in parking lot and outside property.



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I have read the Lab Rental Application and Lab Rental Policies and agree to abide by them.

Signed by: _____ Date _____

TO BE COMPLETED BY FREEDOM HOUSE INC.

Reservation: ____ Approved ____ Not Approved, reason _____

Date Rec'd _____ Amt. Rec'd \$ _____

Balance \$ _____ Date Due _____

Approved by: _____ Date _____
Technology Coordinator

Approved by: _____ Date _____
Facility Coordinator



Freedom House, Inc. LAB RENTAL APPLICATION

FREEDOM HOUSE, INC. **LAB RENTAL POLICIES**

Freedom House is available for rentals Monday through Sunday on a first come first served basis. A completed Facility Rental Application along with a 50% deposit secures the date. Money orders should be made payable to **Freedom House, Inc.**

The application must be paid in full two weeks before the event date. If not paid in full within this period of time Freedom House reserves the right to cancel reservation for use.

1.Availability for Use

During the week, Monday-Thursday events may be scheduled up to 8 p.m. Every one is expected to vacate the building by 9 p.m.

On Weekends, Friday and Saturday, events may be scheduled up to 12 midnight. Please contact the executive office to determine availability.

On Sunday the building is open from 9am – 2 :30 pm. (No Exceptions)

Activities that exceed the scheduled Finish Time will be billed at increments of 15 minutes. The rate will be \$30.00 per 15-minute increments. (After half hour or one hour of clean up time increments occur)

2.Cleaning Deposit

The Lessee shall pay \$150.00 to be held as a deposit and applied against any costs or expenses incurred by FH to restore the premises to their previous condition. The Lessee should leave the auditorium and bathrooms clean. All trash should be taken to the dumpster. The Lessee shall provide his/her own trash bags.

3.Damage

Applicants are responsible for any loss and/or damages to equipment, furnishings and/or building resulting from use of the facility.

4.Space Availability and Rates

Freedom House has a boardroom available for meetings and an auditorium available for larger functions. Board room (max. 20 people) \$35.00 per hour. Auditorium (max 200 people) \$80/Hr. Classroom (max 26 people) \$ 35.00 /hr.

5.Rental Furniture and Equipment

Freedom House can only provide seating for 80 people.

Additional chairs and/or equipment can be obtained from outside sources; however, the applicant must be responsible for the delivery, set-up and removal from the facility. Deliveries can be made to the ramp entrance off the Guest parking lot.

Note: Auditorium capacity seating: 200 (with chairs only) ; 90 (with tables & chairs).



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7.Smoking

Freedom House is a smoke free environment. Smoking is not permitted in the building.

8.Alcoholic Beverages

Freedom House does not permit the use of alcoholic beverages on the premises under any circumstances. Failure to abide by this policy will result in cancellation of this agreement with no reimbursement of rental fees.

10.Handicap Access

Freedom House has a handicap ramp that gives access to the Auditorium. It is located off the Guest parking lot. A second ramp located on the main floor gives access to the boardroom.

11.Parking

The driveway/parking lot nearest the entrance of Freedom House is designated for staff only. Guests may park in the large parking lot on the opposite side of the facility nearest the ramp entrance to the Auditorium.(Guests are not to loiter in parking lot area)

12.Supervision of Children

Freedom House insists upon proper and sufficient adult supervision for functions that involved children. We recommend a ratio of one adult per six or seven children.

16.Liability

Freedom House, Inc. is not liable for any property left unattended.

17.Emergency

In the event of an emergency or physical plant problem, the front desk personnel should be notified immediately.

18.Lab Usage Policy

All lessees will be given a copy of Freedom House's Acceptable Lab Usage Policy and is expected to uphold the policy at all times. Grievances can result in forfeiture of the lab.



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Arrival:

1. Explain to lessee procedures from A to E.

- A. Verify they have their own trash bags.**
- B. Make sure they know where the broom and dustpan is located.**
- C. Make sure they know where the mop and bucket is located.**
- D. Make sure they know where the dumpster is located.**
- E. Make sure they know that the building should be returned in rentable condition.**

Signature of Lessee: _____

(This signature verifies that the space was clean upon the lessee arrivals)

Departure:

Confirm that they have cleaned and left the building in rentable condition.

5. YES ___ NO ___ Bathrooms should be left in useable condition.

*** All of the above should be checked yes or your deposit maybe kept.

Freedom House Management

Date of Event: _____ **Employee Working Event:** _____

Lessee Responsible for Event: _____