



## Community Room Use Agreement

Please read the terms below and sign before requesting use of the Humane Society of Summit County's Community Room.

Organization Name \_\_\_\_\_

Address \_\_\_\_\_ Purpose of Use \_\_\_\_\_

Contact Name \_\_\_\_\_ Position in Organization \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Date Requested \_\_\_\_\_

Time/Hours Requested (Include any setup/clean up time) \_\_\_\_\_

Estimated Attendance # \_\_\_\_\_ Fee (for HSSC use only) \_\_\_\_\_

### Terms of Use

Nonprofits and other community or professional organizations (Users) may use the Humane Society of Summit County's (HSSC's) Community Room located at 752 West Portage Trail, Akron, Ohio 44313, for meetings. The Room is available for use/rental Monday through Friday between the hours of 9:00 a.m. to 7:00 p.m. and Saturday to Sunday between the hours of 11:00 a.m. to 4:00 p.m. The following terms and conditions apply to all Community Room Users:

#### 1. Reservations

A User may apply to use the Community Room two weeks in advance by filling out, signing, and submitting this form through HSSC Event Coordinator. Applications submitted less than the required number of days in advance may not receive a response. The User will be contacted by phone or email when the reservation is approved within two days of the application. The HSSC reserves the right to deny use of the Community Room to any person, group, organization, or other entity for any reason.

#### 2. Fees

Nonprofit organizations may use the Community Room without charge. For private organizations, the fee is \$100 for a 2-hour minimum rental (each additional hour \$25) and must be paid when agreement is signed. The fee is refundable if cancellation of the reservation occurs no less than 48 hours before the reserved time.

#### 3. Access

Access to the Community Room will be provided by HSSC Event Coordinator or designated staff. The User must enter through the designated entrance located at the front doors. Check in with the receptionist for your space reservation.

#### 4. Maximum Occupancy.

The maximum occupancy of the Community Room is 50 people. The User agrees not to exceed the maximum occupancy while using the Community Room.

#### 5. Maintenance and Cleanliness

The User agrees to maintain the cleanliness and order of the Community Room during and after use. All carpets, furniture, and equipment must be left in the same condition as found. The User is responsible for any damage caused to the Room and/or any of its contents during their use of the Room.

#### **6. Facilities and Equipment**

The Community Room is equipped with tables, chairs, fridge, microwave, sink, trash cans, and screen (Users must provide their own AV equipment). Restroom facilities are available in the vicinity of the Room.

#### **7. Security and Conduct**

Access to certain areas, such as secure hallways and animal care areas, is restricted. The User and their guests are not permitted to access these areas and must conduct themselves in a manner that does not disrupt other activities within the building.

#### **8. Prohibited Activities.**

Smoking, alcohol, illegal substances, open flames, and candles are strictly prohibited in the Community Room.

#### **9. Compliance with Laws**

The User agrees to comply with all applicable laws, regulations, and policies while using the Community Room. Any violation of these terms may result in the immediate termination of this Agreement and forfeiture of any fees paid.

#### **10. Indemnification**

The User agrees to indemnify and hold harmless HSSC from all claims, damages, or liabilities arising out of or related to the User's use of the Community Room.

#### **11. Termination**

HSSC reserves the right to terminate this Agreement at any time for any reason, including but not limited to violations of the terms set forth herein.

#### **12. Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of Ohio.

#### **13. Entire Agreement**

This Agreement constitutes the entire agreement between the parties and supersedes all prior understandings, agreements, or representations, whether oral or written.

I agree to the terms and conditions stated above:

\_\_\_\_\_  
Contact Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contact Name/Title

\_\_\_\_\_  
User/Organization

#### **HSSC Staff Contact:**

Michelle Kane  
mkane@summithumane.org  
ph: 234-264-5043

\_\_\_\_\_  
HSSC Signature

\_\_\_\_\_  
Date