Humane Society of Sedona
2115 Shelby Drive
Sedona, AZ 86336
928-282-4679

Meeting Room Rental Agreement

The Brainerd Education & Training Room at the Humane Society of Sedona is available to rent for group events or meetings. For reservations, please call 928-282-4679 Monday through Friday from 10:00 to 4:00.

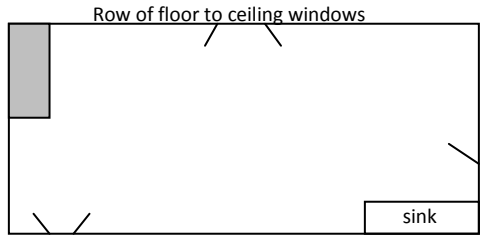
Room Description

Fee: $50 minimum (2 hours). Half day $100 (2-4 hours). Full day (4-10 hours) $200. Payable at time of booking or prior to reservation. 10% discount if room reserved in advance for three meetings.
Deposit: $50 deposit required at time of booking. It is non-refundable if reservation canceled within 5 business days of meeting. Deposit will be refunded if room is left clean and undamaged.
Coffee Setup: $20. 50 cup coffee maker, coffee, cream, sugar, stirrers and cups provided.
Equipment Available: 17 Tables, 50 chairs. (Tables: Eleven 8 ft tables and six 4 ft tables.)
Style of Setups Available: Classroom (tables & chairs) or auditorium style (rows of chairs only).
Audio/Visual Equipment: None provided.
Room size: Approx. 600 sq. ft. (20' X 30')
Parking Spaces available after hours: 21 spaces and 1 van handicap spot. Street parking at own risk.
Keypad entry to back door: Entry in back of building if after hours. Please assign a person to provide entry to attendees, rather than distribute our code. Please keep back door closed at all times.

Guidelines:

- Maximum number of people allowed: 50. Violation is a misdemeanor and organizer is subject to all fines.
- Food and drink allowed. Alcohol not permitted. Animals not permitted without written permission.
- Humane Society will provide set up and breakdown of room, and will mop floors.
- Organizer responsible to clean up room, bag all garbage, wipe tables and straighten kitchen area.
- Organizer responsible for unplugging coffee, turning off lights, and locking up room and back doors.
- Building must not be left open and unattended at any time.
- Use of candles, lanterns or any form of open flame is prohibited by Fire Department regulations.
- Access to other parts of the facility, including access to shelter animals, is not permitted without written permission or accompanied by Shelter manager.
- In its sole discretion, the Humane Society reserves the right to limit or refuse use of room for any reason.
- Your personal information is kept strictly confidential and is never shared, sold or distributed. You may receive newsletters and occasional information via e-mail from the Humane Society of Sedona.

Room Rental Agreement		
CONTACT NAME ("ORGANIZER")	ORGANIZATION'S NAME	
BILLING ADDRESS, CITY, STATE, ZIP	CREDIT CARD FOR ☐ DEPOSIT ☐ RENTAL FEE	EXP. DATE
CELL PHONE NUMBER	DAY PHONE NUMBER	E-MAIL ADDRESS
DATE(S) OF RESERVATION:	TIME RANGE: (INDICATE AM OR PM)	COFFEE SETUP REQUESTED: ☐ Yes ☐ No
ROOM SETUP: ☐ Auditorium (rows of chairs) ☐ Classroom (tables & chairs)	INDICATE ROOM ARRANGEMENT DESIRED:	
NUMBER OF PARTICIPANTS EXPECTED:		
NUMBER OF CHAIRS (MAX 50):		
NUMBER OF TABLES & SIZE TO USE:		



I agree to abide by guidelines and am responsible for all costs and/or damages incurred during event or by participants.	
SIGNATURE	DATE