

SMALL MEETING ROOM CONTRACT, GUIDELINES & TO-DO LIST (Revised 5/21)



EXPECTATIONS AND USAGE RULES:

- Respect the spaces used. We are able to keep our rates below market by being partners with our renters, ensuring success of your events as well as care for our facility. Completion of the basic checklist of post-event wrap up items must occur (see attached).
- **Facility usage type, spaces utilized, age of attendees and activities will be as indicated by Renter on prior communications.**
- Events and clean up must be completed by the agreed ending times. Door will not allow access after this time. All persons and belongings must be out of the building at this time.
- **Only approved spaces may be used** (unless permission is granted). Activities are limited to the contracted spaces, restrooms, coffee and porch areas. Should it be found that Renter has used an unreserved area, appropriate charges for those area will be charged.
- **Only public portions of rooms should be accessed.** No cabinetry, closets or storage furniture (or their contents) in accessible rooms such as the breakroom, coffee bar, etc. should ever be used without prior approval.
- Renter may not move any art or tech equipment. If removal is needed for the event, Renter must let management know in advance.
- The Renter is not to move any furniture other than rolling tables and chairs.
- **At no time should the exterior doors be placed ajar or adjusted to allow access.**
- Only the staff of LOOM is allowed to rearrange and move any non-mobile furnishings, artwork, lighting, or soft seating.
- If Renter is unable to remove spillage/stains, LOOM retains the right to have the area/item professionally cleaned at the Renter's expense. Any damage during the rental period, or upon delivery/ pick-up / clean-up/ or resulting from any Caterer's action will be the responsibility of the Renter if Caterer is not insured. ·
- **NO SMOKING within 25 feet of building** or anywhere on the SVN property (including adjacent parking area and tenant building).
- LOOM will not be held responsible for event related issues resulting from the Renter neglecting their stated planning responsibilities.
- Use of the facility by individuals **under the age of 12 requires parental supervision** for the duration of any function for which the Renter is renting the facility. **No children are allowed in either building during office hours**, 8:00 a.m. to 5:00 p.m. Monday through Friday, including during pre-event meetings unless they are part of the meeting in private room.
- No open flames of any kind are permitted. The preparation or serving of strong aromatic foods is NOT ALLOWED in or on the premises. Examples include fish, fried foods, cooked onion, odorous spices such as garlic, curry, etc.
- Thermostats are located in the Gallery on both sides of space near light switches. In the Studio building, it is located within the Training Room in the center of the wall. As a Renter you may adjust the thermostat. However, the system should always remain on AUTO, not ON (unless otherwise previously instructed). ONLY use **up and down arrows** to adjust temperature. **COOL should never be below 70 (set to 80 when leaving). HEAT should never be above 76 (set to 60 when leaving).**

RENTAL LOGISTICS: See "Renter Information" and "COBOT Instructions" handout for additional information

- Any cancellations after final fee payment has processed, other than those caused by natural events or disasters which render event unable to take place, will be issued credit for a future event rather than being refunded and the initial deposit forfeited.
- If applicable, Smartphone access must be set up and confirmed no less than one week prior to the event. Door access app requests with less than 48 hours' notice will incur a service charge. Should the Renter require an emergency visit by a LOOM representative in order to access the building (due to Renter error or unpreparedness), half of the initial deposit will be retained.
- Be aware that the premises are under interior and exterior surveillance for the safety of the renter and the facility.

TECHNOLOGY/EQUIPMENT:

- We have a 50" TV and 32" TV is mounted in meeting rooms A and B. An HDMI cable is provided, so make sure you have an HDMI port on your laptop. If you do not have an HDMI port, you will need to acquire an adapter. Optionally, ensure that your visuals are compatible with the USB programs installed on the TVs (Ex: Powerpoints slides saved as separate JPGs).
- Ensure you indicate need for particular mobile equipment when making your reservation. Additional power cords are available.
- The wifi access is called "Loom coworking guest" or "studios at loom" and the password is **community118**.
- Renter nor guests should alter or remove any of the I.T. Equipment, including HDMI cords.

VISITORS/GUESTS:

- The Renter must be present and with ALL guests for the duration of any function for which he/she is renting the facility.
- Renter must meet individual guests at the door and ensure guests are aware where to go. Arrive early to avoid confusion.
- After hours, building access or a waiting area will not be available to guests.
- Parking is provided in our lot as well as in multiple locations throughout the immediate vicinity, but all posted parking rule apply. Parking priority is given to standing and preexisting event rentals. Later notice rentals may be asked to only utilize off site options.
- Give a 15-minute window before and after your slot to meet your client and to ensure you have time to **SANITIZE BEFORE AND AFTER EACH GUEST, WHICH IS YOUR RESPONSIBILITY.**
- Ensure your guests know which facility (and door) they will be using. There is great information on the LOOM website contact page.

ACCESSING THE BUILDING: PLEASE FOLLOW INSTRUCTIONS! (*Access app download instructions will be provided prior to day of meeting*)

- Walk up to the door where the VizPin reader is located:
 - ***Gallery: BACK parking lot behind the building, right hand door near patio at metal stairs.***
 - ***Studio: Front double glass doors on right.***
- Open the VizPin app on your cell phone and ensure your bluetooth, location/GPS and mobile data are ON.
- The VizPin app may prompt you to log in by entering the username and password that **YOU** set up when the app was downloaded. (**LOOM does NOT have this info.**)
- ***Remember: Your access has already been set so DO NOT REQUEST ACCESS AGAIN as it will cancel your previously set access!***
- A bright green “**OPEN**” icon will appear in the app; Touch that icon on your screen
- You will hear a click sound when it unlocks the door. Pull open the door (*on Gallery door, push then pull when you hear click*)
- All doors lock automatically so **DO NOT LEAVE THE BUILDING WITHOUT YOUR PHONE!**

TROUBLESHOOTING DOOR ACCESS:

- If you are at the door and the “open” icon does not appear green, refresh the app or close app completely then reopen app.
- If you continue to have an issue, ensure that your bluetooth, location/GPS, and mobile data are ON.
- ***DO NOT request VizPin access again via the previously given Location ID. Doing so will cancel access already granted to you.***
- If you have tried all the above but the issue persists, call your assigned contact: Jen (704-516-9949) or Sherilyn (980-858-5388).
- Remember, if the renter requires an emergency visit by a LOOM representative in order to access the building (due to renter error or unpreparedness) the renter will be charged a fee.

MEETING WRAP UP CHECKLIST (PLEASE CHECK ITEMS OFF AS THEY ARE COMPLETED AND LEAVE IN THE COFFEE AREA)

Basic cleaning supplies are available in the janitor's closet and beside the sink (main building) and in storage room (Studio building)

- Wipe debris from table tops, counter tops, chairs. Wipe up any spills from all surfaces.
- Collect and dispose of all paper, cups, plates, drinks, bottles, food, wrappers, etc. on the **INTERIOR AND EXTERIOR** of facility.
- Meeting room trash cans should be emptied into large receptacles in common areas.
- Ensure all equipment is turned off. Do not forget your chargers and other cords or equipment that are yours.
- Wipe off any marker boards you used.
- Reset furnishings as found.
- Reset thermostat (Cool and 80 in Summer, Heat and 60 in Winter) unless otherwise previously instructed.
- Turn off ALL interior lights.
- Check to ensure that ALL exit and entry doors are secure ... and double check!

Liability: The conduct of all participants and spectators while at the space shall be the responsibility of the Renter. Renter also accepts all responsibility for any injury to person(s) or property, or loss of or damage to the property, or theft of personal property or artwork at the space during the rental period or resulting therefrom. Renter shall release, indemnify, keep and save harmless LOOM, its agents, officers, employees, or members from any and all responsibility or liability for any and all damages or injury of any kind or nature whatever (including death) to all persons, whether agents or employees of the Renter or persons attending the events for which the premises have been leased, and to all property damage proximately caused by, incident to, resulting from, arising out of, occurring in connection with, the use by the Renter of the premises. The provisions of this section shall include any and all losses, damages, injuries, settlements, judgments, decrees, awards, fines, penalties, claims, costs and expenses, including attorney's fees.

Conduct: There is absolutely no drug use or smoking of any kind tolerated on the premises or within 25 feet of the building. Disparaging remarks, profane language or music, nudity or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Client and guests shall use the premises in a considerate manner at all times. Conduct deemed disorderly, inappropriate or detrimental to the facility or its contents, at the sole discretion of LOOM staff, shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such case, no refund of the rental fee shall be made. Violations may result in denial of future reservation requests. Client agrees, for everyone's safety, to ensure alcohol consumed in a responsible manner. LOOM reserves the right, in its exclusive discretion, to expel anyone who in its judgment is intoxicated or under the influence of drugs, or who shall in any manner do or participate in any act jeopardizing the rights, use permit, or insurability of LOOM or the safety of its staff, guests, or building contents. Appropriate attire is required in the facility and on the premises at all times. NO pets are allowed inside the facility. Please be aware that the premises are under interior and exterior surveillance for the safety of the Renter and the facility. Client agrees, for everyone's safety, to ensure alcohol is consumed in a responsible manner. LOOM reserves the right, in its exclusive discretion, to expel anyone who in its judgment is intoxicated or under the influence of drugs, or who shall in any manner do or participate in any act jeopardizing the rights, use permit, or insurability of LOOM or the safety of its staff, guests, or building contents. In addition to DJs and loud music ending no later than 12am, at no time shall noise be so loud as to be heard from neighboring structures. There shall be no conversational congregating outside of the Gallery (front or back, including post event), playing basketball, outdoor music, etc. after 10pm. Renter will be made aware is simultaneous space users will prevent use of outdoor spaces.

City, County, State and Federal Laws: Renter agrees to comply with all applicable city, county, State, and Federal laws and shall conduct no illegal act on the premises. If Renter desires to serve alcoholic beverages to guests at an event function, Renter shall be solely responsible for supplying, handling, dispensing and removing the same at the completion of the function, and for complying with all laws, ordinances and regulations regarding the serving and consumption of alcoholic beverages, including but not limited to; meeting the requirements, if any, for obtaining any temporary permit and assuring that a responsible person or persons over the age of twenty-one years actually dispenses any alcoholic beverages and that no alcohol is served to a minor upon the premises. The Renter agrees to indemnify and hold LOOM, and its officers and directors, completely harmless against and from any and all causes of action, penalties, damages, and costs, including attorney's fees, for loss of life or personal injury and property damage, and any other liability caused by the activities of Renter and Renter's guests and invitees on the premises, arising under any laws or any ordinances, regulations or statutes regarding the serving and consumption of alcoholic beverages.

The Renter agrees to rent event space(s) at LOOM during the predetermined dates and times, in accordance with the terms of this Rental Contract. By signing this Rental Contract, the Renter acknowledges having read and understood the terms of this contract and acknowledges that this Rental Contract is binding both on the parties and the organizations they represent. No decrease in rental fees or similar accommodations will be made due to Renter Contract review oversights.

Printed / Typed Name

Date

Signature

Thank you for choosing LOOM Coworking for your meeting!