



CONFERENCE ROOM USE AGREEMENT

Ojai Festivals, Ltd. agrees to allow the use of its Conference Room, located at 201 S. Signal Street, Ojai, CA, at the rate of \$20.00 per hour for general use, \$15.00 per hour for Non-Profit (2 hour minimum), plus a \$30 refundable security deposit. Use of the kitchenette, downstairs restroom, and patio is included in this agreement. The room is climate controlled and comes furnished with a large conference table, food service table, an outdoor table, and up to 25 conference chairs. Should you need additional chairs, more are available by request. The maximum number of people the facility can accommodate comfortably is 30 indoors, plus 30 outdoors, for a total of 60. If serving meals, please bring your own serving utensils and paper goods (plates, napkins, cups, etc.). **Add-on Options:** Internet Access (wireless) for a \$10 flat fee, LCD Projector & portable Screen for a \$20 flat fee, use of a Tele-Conferencing Speakerphone for a \$5 flat fee (+plus phone charges).

A key may be picked up anytime during the week prior to rental date. Key must be returned no later than the next business day after your event. User agrees to clean facility and restore it to the same condition as found or pay \$30 to have it cleaned. All trash must be removed upon departure; there is a dumpster located on the west side of the building for your convenience. Please remember to turn off the heating or air conditioner; also turn off lights and lock all doors when you leave.

PAYMENT and DEPOSIT must be received, with signed agreement, no later than 10 days prior to event. Reservations cancelled within 7 days of event may result in forfeiture of deposit; however use fee will be refunded. Security deposit checks will be returned upon return of key to the Festival Office. Charges may be made against the deposit as follows: \$10 if heating or air conditioning left running after event; \$10 for lost key or doors left unlocked; up to \$30 for cleaning, if so needed. User agrees to pay for any negligent damage or theft valued in excess of deposit, which may be caused by this use.

User must provide proof of liability insurance coverage prior to use. By signing this agreement, you (representing your organization) agree to use the facility at your or your organization's own risk and waive any claim against Ojai Festivals, Ltd. for damages that may occur to persons or property during the time of use.

User/Organization: _____	Phone(s): _____
Address: _____	City/Zip: _____
Key Picked Up: ____ / ____ / ____	Key Returned: ____ / ____ / ____
Email: _____	
Rental Date(s): _____	Time of Use: From _____ Until _____
Add-on Options: ____ Internet Access (\$10) ____ LCD Projector & Screen (\$20) ____ Speakerphone (\$5+phone charges)	

We are happy to share our facility and your donation will help contribute to our goal of providing a convenient, pleasant, and affordable community meeting place for the Ojai community. Should you have any questions, please feel free to contact Carlin Weirick at the front desk (805) 646-2094, ext. 100. For urgent needs & the office is closed, please call: (805) 798-1185.

If you are in agreement with these terms, please sign below and attach a check for use plus a separate deposit check payable to Ojai Festivals, Ltd., prior to picking up the keys.

User _____ Title _____ Date _____
(Organization representative)

Approved by _____ Date _____
(Ojai Festival staff)