

## Committee on Temporary Shelter Function Space Rental Pricing

*Spaces are available for rent during business hours only (M-F, 9-5)*

### Conard Function Room West



*Capacity: 50*

*Price: \$600 (full day), \$300 (half day)*

*Non Profit Rate: \$300 (full day), \$150 (half day)*

*Features: AV available (see add-ons)*

*Up to 15 modular tables w/ 30 chairs*

*50 chairs with no tables*

*Use of podium*

*\*Kitchen*

*\*Lake view deck*

*\*Asterisk denotes spaces shared with  
COTS' staff, not exclusive use*

### Conard Function Room East



*Capacity: 14*

*Price: \$400 (full day), \$200 (half day)*

*Non Profit Rate: \$200 (full day), \$100 (half day)*

*Features: AV available (see add-ons)*

*Up to 6 modular tables*

*14 chairs*

## Conard Adjoining Function Spaces (Use of both East and West Rooms)

See listings above for capacity and features

Price: \$700 (full day), \$350 (half day)

Non Profit Rate: \$350 (full day), \$175 (half day)

**Add- Ons:** \*Must be reserved in conjunction with a room reservation

AV Screen Use- \$25

Coffee Station-\$30 (includes 12-cup pot, filters, and compostable cups)

Exclusive use of kitchen- \$150 (full day), \$75 (half day); 50% nonprofit discount

Exclusive use of lake view deck- \$150 (full day), \$75 (half day); 50% nonprofit discount

### Guidelines for Use of COTS' Conference and Function Spaces

Our office hours are Monday-Friday 9:00am-5:00pm. When available, conference rooms may be used 9:00am-4:45pm.

- Guests must leave the building no later than 4:45 p.m.
- Please reserve the conference room at least two weeks in advance
- If you reserve one room, please do not utilize the hallway space or adjacent conference room (or take chairs from), as others might be scheduled to use it.
- Please be sure all windows remain closed throughout entirety of use.
- Please be aware of the surrounding offices, limiting conversations and cell phone use to the conference space reserved.
- Please make sure that any waste is placed in garbage, recycle, and compost receptacles.
- Please wipe down tables after use and return the room to the condition in which you found it. The rooms can be rearranged but please let us know your configuration needs ahead of time.
- COTS does not provide coffee, condiments, or paper supplies. If Coffee Station use is requested, please mark the below agreement accordingly and see "Add-Ons" list.
- Use of copiers/printers/faxes is strictly prohibited. You may bring your own poster putty if you need to display anything on the walls.
- While spaces are often available, we cannot guarantee adequate parking spaces; COTS staff and clients have first preference.
- Adhering to ADA guidelines on service dogs, we only admit already trained service dogs. Please call in advance of your reserved day with any questions.

\* Please contact Susan Levy in advance of your reserved day with any questions at [susanl@cotsonline.org](mailto:susanl@cotsonline.org) or 802-540-3084, ext. 211.

**TERMS AND CONDITIONS** of this agreement are as follows:

The party utilizing COTS' space shall and will indemnify and save harmless COTS from and against any and all liability, claims, demands, and damage, incurred during and arising from the user's use of the property described herein. Any equipment or substances that may be considered dangerous or hazardous will not be permitted in the space. COTS shall not be held responsible for any damage thereto, theft, or any other misuse of property placed in said property, and COTS shall not be held responsible for injury to any occupant who enters 95 North Ave as a result of the event of the user.

**I have read and agree to follow the guidelines, terms, and conditions as listed above:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **COTS Function Space Rental Request Form**

1. Please fill out the form below and return to Susan Levy at [susanl@cotsonline.org](mailto:susanl@cotsonline.org) along with the signed Guidelines, Terms, and Conditions page.
2. To be considered for a reservation, these two pages must be completed, scanned, and emailed to Susan at least two weeks prior to requested date.
3. Payment is due on the date of your event.

<b>Organization Name:</b>		<b>Contact Person:</b>		
<b>Date and Time Requested:</b>		<b>Contact Number:</b>		
<b>Check All That Apply:</b>				
Full Day ___		Half Day (4 hrs or less) ___		
Conard Function Room West ___				
Conard Function Room East ___				
Conard Adjoining Function Rooms (East AND West) ___				
<b>Add-Ons:</b>	Coffee Station ___	AV Screen Use ___	Exclusive Deck Use (half day) ___ (full day) ___	Exclusive Kitchen Use (half day) ___ (full day) ___
<b>Total Fee: \$</b>				

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