

CoWork591 Community Lounge Rental Agreement (updated Dec 2024)

This agreement outlines the terms and conditions for renting CoWork591's Community Lounge, a professional and versatile space located in Jesup. The Community Lounge is available for hosting a variety of events, such as meetings, small social gatherings, workshops, networking events, game nights, and bridal/baby showers.

Please note: **this venue is not available for children's parties** or similar events, although children may attend other events when supervised by an adult.

As part of a professional coworking environment, CoWork591 maintains standards to ensure the space remains suitable for business and community-focused uses. By proceeding with this rental, renters agree to comply with all terms and conditions, ensuring the space is respected and used appropriately. Please reach out to us if you have questions.

Rental Details

- **Capacity:** The Community Lounge seats approximately 40 guests. For additional seating, the conference room can accommodate 10–12 more. Please do not use the conference room if you have not paid for usage. Full-day rentals grant access to the entire building, excluding private offices, with a total capacity of 80 and when paying the full-day rate, you are allowed to set up the night before if the space is available.
- **Availability:** Weekdays until 10:00 p.m. and weekends until 12:00 am, unless prior arrangements have been made. You must be 21 to or older to make a reservation.
- **Amenities:** Access to the kitchenette (microwave, ice machine, sink, refrigerated drawer, coffee maker), bathrooms, and 2 televisions.
- **Door Access:** Set for 1 hour before and 1 hour after the event. Additional time requires an extended reservation.
- **Furniture & Layout Information:** Contact Kelly, Director of Operations, at least one week prior to your event to discuss set-up options.
 - Set-up and arrangement of tables are the renter's responsibility. When moving tables from the backroom, please take care to avoid damaging walls and doorways. Be sure to unplug the booths from the floor outlets before moving them. All furniture must be returned to its original location at the end of the event.
 - The following items are not to be moved: bar height table, conference room table, enclosed booth (against the wall), wood cabinet (kitchen area), and the white board (backroom)

Fees

- **Weekdays**
\$20/hour
- **Weekends/Holidays**
\$40/hour
- **A \$20 non-refundable deposit is required for all weekend rentals and must be paid before the reservation can be confirmed. This deposit will go towards your total cost.** For advanced bookings, your balance must be paid in full at least 7 days before the event. For last-minute reservations, prompt payment of the deposit and balance are required.
- **Cancellations:** No refunds shall be issued for cancellations occurring within seven (7) days of the scheduled event date. However, the renter retains the right to reschedule the event to any available date without incurring additional charges.

Policies

1. CoWork591 is not responsible for lost, stolen, or damaged items brought into the building. Report property damage to Kelly Seehase at kelly@cowork591.com. Excessive damage of our property may incur additional fees or replacement costs.
2. The renter assumes full liability for themselves and their guests. CoWork591, and any affiliated companies and staff will not be held responsible for losses, injuries, damages, demands, actions, costs, expenses, and legal fees, arising from the use of the CoWork591 building.
3. **No Smoking** is permitted on the premises.
4. Affixing items to walls or woodwork is prohibited.
5. No glitter or confetti is allowed on premises.
6. Alcohol is allowed if:
 - o It is provided at no cost.
 - o All guests are of legal drinking age.
 - o The renter informs attendees that CoWork591 is not liable for incidents arising from alcohol consumption.
7. Alcohol on the patio must be in cups or koozies; no glass containers are allowed outdoors.
8. Cooking is not permitted during rentals. The kitchenette is available for light food preparation, reheating, and serving only. Please refrain from using the space for cooking meals or frying food. Refrain from use of all open flames.
9. Please clean the kitchenette and any items you use. Renters are responsible for providing their own serving items, including plates, cups, silverware, and napkins.

We do provide paper towels for cleaning along with dishcloths and hand towels. The use of CoWork591's supplies may result in additional charges. All CoWork591 items must remain in the building.
10. The renter is responsible for removing all items they brought into the building and completing cleaning tasks as outlined in the **Cleaning Checklist**. Additional cleaning costs may apply if necessary.
11. Private Offices are off-limits during events.
12. CoWork591 reserves the right to deny rentals and to refuse future rentals if policies are violated.
13. The use of the Community Lounge does not imply CoWork591's endorsement of the renter's views or activities.

Agreement Acknowledgment

By signing below, you agree to adhere to all terms, conditions, and policies outlined in this agreement. You also accept responsibility for any fees resulting from damage or excessive use of the property. This form must be signed and returned with your invoice and payment for your rental.

Renter Signature _____

Printed Name _____

Date _____

For any questions or concerns on the day of your event, contact Kelly at **319-269-5257**, for all other inquiries email kelly@cowork591.com or call the office at 319-827-1591.