



RENTAL AGREEMENT

CoWork591's Community Lounge area is available for Private Event Rentals to members and non-members alike. Our space is tailored to provide a professional environment suitable for business meetings, networking events, and other adult-oriented gatherings, such as bridal and baby showers.

The open lounge area can seat approximately 40 people in a variety of seating options. Hours of availability include weekday evenings (from 5 p.m. - 10 p.m.) and weekend hours. You will have access to the kitchenette, which includes a microwave, ice machine, sink, and a coffee maker. Door access will be set up for 1 hour before and 1 hour after your event. If you need more time, please reserve a longer time frame.

To discuss layout options, please schedule a time to meet up with Kelly, the Director of Operations before the event.

FEES

\$20/hour on weekdays

\$40/hour on weekends

POLICIES

1. CoWork591 will not be responsible for lost, stolen, or damaged items that are brought into the building by the renting party.
2. **Please report any damage of property to Kelly Seehase, kelly@cowork591.com. Damage beyond normal wear and tear may be subject to additional fees.**
3. The Renter agrees not to hold CoWork591 responsible for any liability arising from the conduct of the renter or invited guests.
4. No Smoking is allowed on the premises.
5. You may serve alcohol to your guests if they are of legal age; the alcohol is provided to them at no cost; and you and your guests agree that CoWork591 is not responsible for any injuries, deaths, or other misfortune that occurs because of the

use of the Community Lounge or the providing of alcohol. You will be responsible for notifying all attendees of this policy.

6. Affixing or fastening items to the wall or woodwork is prohibited.
7. The use of open flame is prohibited.
8. All alcoholic beverages that are consumed on the patio must be in a cup or koozie. No glass containers are allowed outside.
9. Use of the kitchenette is included in your rental. You will be responsible for cleaning all items used. **You must provide silverware, plates, serving tray, cups, and napkins if food is served.**
10. The provision of meeting space for public use in no way constitutes the endorsement of the policies and beliefs expressed by the organizations or individuals using the space.
11. No items belonging to CoWork591 may be removed from the building.
12. Upon completion of the event, all items brought into the building for the event must be removed, including trash. See the cleaning list for full details of other tasks that need to be done before leaving. **If additional cleaning is required after your event, you may be liable for all or part of the cost.**
13. All offices are off limits during your event as members may be using them on occasion.
14. The staff at CoWork591 has the authority to deny rental to anyone as deemed necessary. Future rentals will be denied if all policies are not followed.

CLEANING CHECKLIST (Please check off what items were completed. We realize not all items will need to be completed after every event.)

- All furniture is returned to its original location.
- Trash is disposed of in the dumpster at the back of the building. Please put new trash bags in each garbage that is used. (Supplies are in the hall closet.)
- All items in the kitchenette are cleaned, including utensils, cups, countertops, and microwave.
- Vacuum or Swiffer are used to clean up any items remaining on the floor. (Located in the hall closet.)
- Wipe down all tables and surfaces that were used. Leave any dirty washcloths or hand towels in the sink.
- Check the area for any personal items that may have been left behind.
- Please leave the completed checklist in the kitchen with your signature upon completion.

Renter Signature _____ **Date** _____

For any questions on the day of the event, please call/text our director, Kelly, at 319-269-5257.