



## Policy & Procedures on Rental and Use of Prototype Prime Event Space

- The meeting should generally be for a Prototype Prime community purpose. It is **not** the intent to allow for room rentals for weddings, birthday parties, coming-of-age parties, family reunions, hobby groups, or other similar private social meetings.
- The applicant, organization or activity must not discriminate or advocate discrimination on account of race, color, or natural origin, nor must its membership be limited to or for the benefit of persons of only one race, color, or national origin.
- The applicant, organization or activity must not have as its function or purpose the promotion of particular political or religious views or beliefs, or be designed to advance the cause of a particular political or religious group including candidate political rallies, etc.
- *The applicant organization may not be “for-profit” organization with commercial sales, solicitation, or other business activities as an objective. This includes, but is not limited to, training seminars, sales seminars, sales meetings, demonstrations, sales parties, etc.*
- The particular activity must be one which is not likely to cause damage to Prototype Prime property and must not be disruptive to others present in the building or disturb the business environment.
- *All attendees must enter and exit through the event space entrance.*
- Parking for all attendees will be directly around the Prototype Prime building. Parking at the surrounding buildings or businesses is not allowed.
- No smoking will be permitted.
- No pets are allowed in the building (except service dogs).
- *Food or beverages are **allowed**, including the use of alcohol, unless otherwise discussed beforehand.*
- Reservations will be “tentatively” held for five (5) business days from the date of the initial room request. After the five (5) day period, tentative reservations will be released and the room will be made available to others.

- *Applicants must be 18 years of age or older.*
- All setup, cleanup, and breakdown will be the sole responsibility of the applicant.
- 75 chairs are available for use.
- All applicants for use of the Prototype Prime Event Space shall hold the its employees free and without harm, from any loss or damage liability or expense that may arise during or be caused in any way by such use or occupancy of the facilities.
- The applicant will be responsible for any damages to the facility or equipment and will guarantee its replacement or repair to the satisfaction of Prototype Prime.
- No construction, signs, or alteration of Prototype Prime property or facilities may be made. No nails may be driven into walls or floors.
- The use of candles or other decorative flammables is strictly prohibited.
- Cleanup of the facility is the responsibility of the applicant.
- The applicant is responsible for stacking all chairs on the dollies provided.
- Applications to use Prototype Prime facilities must be made in the name of the real party in interest.
- *Facility use approval or permits may not be assigned or transferred.*
- Applicant's signature on the application indicates understanding and consent to abide by the provisions of this policy.
- Failure to follow these Policies & Procedures may result in room use privileges being suspended.
- Prototype Prime may establish specific guidelines for room use as appropriate.
- These policies may be amended from time to time with or without notice as Prototype Prime deems in its best interest.

## **Event Space Specs**

### **Room Capacity**

- 125 people

### **Amenities**

- Up to 75 chairs
- Wireless microphone and speakers
- Two 50-inch displays

- HDMI laptop connection
- Wi-Fi access
- Access to small kitchen

### **Cost**

- **\$50 an hour**

Full payment is due when the application is submitted. Setup, cleanup, breakdown, etc., required for the rental are the applicant's responsibility. **Email the Operations Manager at [zoe@prototypeprime.com](mailto:zoe@prototypeprime.com) for room availability.**

For additional questions, please call 678-701-7563.