



# Hitchcock Center

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EDUCATION FOR A HEALTHY PLANET

## Hitchcock Center Room Use Agreement

1. Use is limited to meetings and events that do not charge a fee.
2. You must state clearly that your event is not a Hitchcock sponsored event in any outreach materials or invitations.
3. There is **no kitchen or refrigerator** access.
4. Reservations are for the **North Wing only**. There is no access to the Visitor Center.
5. There is a **maximum of 100** people allowed. There is parking for 50 cars.
6. All events must **conclude by 8pm**; unless otherwise approved
7. There is a **2 hour minimum** on weekends.
8. Full payment is due with this contract. Reservations will not be confirmed until payment is received.
9. Cancellations in writing must be made 7 business days prior to the event in order to receive a 75% refund. Refunds will not be made if cancelling less than 7 business days before the event. To cancel email [shelly@hitchcockcenter.org](mailto:shelly@hitchcockcenter.org).
10. Rentals must comply with our **green standards** as a Living Building.
  - a. Users must agree to **pack in and pack out**- you must remove all food, decorations, and trash from the premises at the conclusion of your event.
  - b. Users must shut off fans, close and lock windows and turn off lights.
  - c. In order to be a Net Zero Energy building we have an HVAC system that alerts users when conditionals are optimal for fresh air. When red lights are on keep windows and doors closed. When green lights are on feel free to open windows.
  - d. Users must appropriately use composting toilets per instructions in restroom.
  - e. We are a net zero water building, please help conserve our water. Please do not use hose.
11. Chairs and tables are available for your use during the event. The user is **responsible for set up and take down** of tables and chairs in the space.
12. No animals other than service animals are allowed in the building.
13. No smoking, candles or open flames are allowed in the building.
14. Groups sponsoring events are responsible for liability of participants while on the property
15. Alcohol is not permitted or if alcoholic beverages are served the user is liable

- 16. Minors must be accompanied by an adult.
- 17. If you plan to use the AV system you must arrange a time for instruction and pay an additional fee.
- 18. Hitchcock Center reserves the right to refuse any rental request.
- 19. Users must sign this agreement and pay in full \$ \_\_\_\_\_ to confirm their rental.

I accept the conditions of use as stated on this agreement and will comply with all requirements. I will see that the room furnishings, materials, and equipment will be respected as private property, and that I will be responsible for any damages incurred to the property either deliberately or through negligence on the part of members of the group or persons in attendance. I further understand that I will be held responsible for the behavior of the group/organization's membership and its guests.

I, \_\_\_\_\_ hereby enter into this contract with The Hitchcock Center for the Environment, 845 West St. Amherst, MA, 01002 for the use of \_\_\_\_\_ having fully read and understand all rules and regulations governing the use of the facility. I understand that I have reserved the room(s) for date \_\_\_\_\_/time \_\_\_\_\_.

I understand that my group/organization's reservation is not final until:

- The Hitchcock Center approves the application.
- The Hitchcock Center receives the fee of the rental for the reserved room.

PRINTED NAME AND ADDRESS OF USER:

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SIGNATURE OF USER:

If user is a person

By: \_\_\_\_\_ Date: \_\_\_\_\_

If user is an entity

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name/Title: \_\_\_\_\_