



MY WORK OFFICES

INSPIRING SPACES FOR PRODUCTIVE MINDS

MEETING ROOM RENTAL AGREEMENT

This Agreement between _____ (Renter) and My WORK OFFICES a Division of Sparkle Real Estate Holdings defines the terms and conditions for rental of a high end meeting rooms. This Agreement includes a Meeting Room Rental Request Form.

The following terms and conditions apply to all meeting room rentals:

1. The meeting rooms at My Work Offices are reserved for Rental purposes only when available, for use by the public on a first come, first serve basis.
2. Public use is not limited to only local organizations, non-profit organizations programs and staff. No personal events are permitted.
3. Meeting rooms are available for use before, during, and after regular office hours at the discretion of My Work Offices. For before-/after-hour use, the contact person for Renter is responsible for receiving opening/closing instructions.
4. All Renters must complete the Meeting Room Rental Request Form.
5. Public entrances are to be used for all access to and from the building.
6. Parking is available.
7. Renter is responsible for setting up the room before the event, and for clearing the room at the conclusion of the event. If the table and chairs have been rearranged, they must be returned to their original positions. All food and other items brought in must be removed at the end of the meeting and trash must be placed in receptacles.
8. Affixing banners, signs, artwork or other materials to walls, fixtures or other areas of the rooms is prohibited.
9. Smoking, open flames, and lit candles are not permitted.
10. Exterior doors are to always remain closed and under no circumstances be propped open.
11. Renter and attendees agree to not use other office work areas, staff computers, staff phones, or the other areas of the building. Use is limited to the room rented, common and public

areas such as the restrooms and kitchen including microwave oven, fridge, coffee maker and Filtered Water.

12. Use of My Work Offices meeting rooms does not constitute endorsement or approval of viewpoints expressed by Renter or participants in the event. Advertisements or announcements implying such endorsements are prohibited.

13. It is understood, My Work Offices is in no way responsible for any personal injuries, property damage, or other liabilities that may be incurred during use of its facility. Renter agrees to release indemnity and hold My Work Offices harmless of any such damages.

I have read the information regarding the use of My Work Offices meeting rooms and agree to abide by all guidelines.

_____ Renter

Name: _____

Signature: _____

(Print or Type)

Title: _____ Title: _____

Date: _____