



Studio #106

Conference Room Policies & Reservation Form

To access reservation form, go to: [www.ohioworkstudios.com](http://www.ohioworkstudios.com)

- 1. TENANTS ONLY: The conference room may only be used by tenants of Ohio Work Studio.
- 2. RESERVE IN ADVANCE: Conference room must be reserved in advance by completing this form and returning it to the Management office. Return this form either by email [info@blossommanagement.com](mailto:info@blossommanagement.com) or by delivering it to the office (112 Ohio Street, Suite 102, Bellingham, WA 98225.)
- 3. POSTED ON THE CALENDAR: Management will determine if your desired date/time is available and schedule your requested time on a posted calendar online at [www.ohioworkstudios.com](http://www.ohioworkstudios.com) .
- 4. RESERVATION FEE: Rental fee is \$5.00 for every half-hour of use (\$5 per ½ hr) - there is a minimum use charge of \$5.00.
- 5. MAKE PAYMENT: Rental fee must be paid with next month's rent. (Example: If you use the room for 2 hours in April, add \$20.00 to May's rent.)
- 6. KEEP IT CLEAN: Clean up is the user's responsibility - there will be a minimum of \$50/hour clean up fee assessed to any user that leaves the room in a condition that requires the Management to have additional cleaning done. Clean up fees are due immediately.
- 7. ITEMS OFF LIMITS: Items in the cupboards and refrigerator are property of the Management only - NOT FOR GENERAL USE.
- 8. There is no smoking or alcoholic beverages allowed in the room.

Indicate date(s) you would like to reserve the conference room for: \_\_\_\_\_

How many hours will you need the conference room : \_\_\_\_\_

Total rental fee is: \_\_\_\_\_

Please sign below indicating your agreement to abide by the policies listed above and return this signed form to the Management office for scheduling.

Sign name: \_\_\_\_\_

Print name: \_\_\_\_\_

Date signed: \_\_\_\_\_

*NOTE: Management reserves the right to revoke or refuse use of the conference room at any time.*