

CONFERENCE ROOM USE AGREEMENT

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|---|---|
| <input type="checkbox"/> Legislative Chambers
320 North Tioga Street, Ithaca, NY | <input type="checkbox"/> Courthouse Conference Room
320 North Tioga Street, Ithaca, NY |
| <input type="checkbox"/> Scott Heyman Conference Room "Old Jail"
125 East Court Street, Ithaca, NY | |
| <input type="checkbox"/> Large Side <input type="checkbox"/> Small Side <input type="checkbox"/> Both Sides | |

The undersigned agrees to be responsible for the conference room noted above, scheduled for use on _____, beginning at _____ a.m./p.m. and ending at _____ a.m./p.m. I agree and understand that if all the provisions of this agreement are not complied with, the group and I may not be permitted to continue to use County conference rooms, or my group and I may be billed for cleanup or repair costs, or both.

1. No hot food may be served. Any food or drink mess will be cleaned up, trash will be placed in receptacles, and the furniture will be put back the way we found it.
2. Any spills that cannot be cleaned up will be reported as soon as possible to the office that took this reservation for room use.
3. If I advertise this meeting in any way I will not use the name of the County office taking this reservation in the advertising.
4. If County staff cannot be made available to locate and unlock doors it may be necessary to cancel this meeting on short notice.
5. Smoking will not take place in County buildings. Smokers will go outside.
6. My group may not use any kitchen or kitchen equipment that happens to be in the area.
7. My group may use any easels or markers that are in the conference room. Use of any audio-visual equipment must be arranged in advance.

Authorized Signature

Telephone Number

Name of Group/Date

*Please sign and return to the Legislature via fax or mail as soon as possible.
Please notify the Legislature's Office if you need to cancel your meeting.*