

## The Commons – Elite Health Center’s Community Room Application

Individual/Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Purpose of Meeting \_\_\_\_\_

Expected number of attendees (*Fire Code Allows 91*) \_\_\_\_\_ (*Doors will be unlocked at time below*)

Meeting Date \_\_\_\_\_ Start Time \_\_\_\_\_ AM/PM - End Time \_\_\_\_\_ AM/PM

Please check whether your organization is:  For Profit Business,  Non-Profit Organization,  Personal

\*Any domestic non-profit corporation formed pursuant to the rules in Nebraska Revised Statute 21-2313, a foreign state equivalent, or who maintains 501(c)(3) tax exempt status may use the room for one (1) hour at no cost and at 50% of the normal price for additional time.

As an authorized adult representative of the user group, I hereby apply for the use of the community room as indicated above. I have read the policies and rules governing the use of the community room facilities and agree that they will be carefully observed. If a meeting is cancelled, I agree to notify Elite Health Center as far in advance as possible.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Please note:** Community room reservations are not confirmed until this completed form and payment (if applicable) has been received and approved by building management.

**Mailing address:** Elite Health Center, Attn: Christopher Camacho, 820 West 42nd Street, Suite 2200, Scottsbluff, NE 69361

**Email address:** Christopher@WebbPropertyMng.com

**Phone:** (308) 672-6636

### For Office Use Only

Application approved: \_\_\_\_\_

Application denied: \_\_\_\_\_

Date of Payment (*if applicable*): \_\_\_\_\_

Signed: \_\_\_\_\_

Amount Received: \$ \_\_\_\_\_

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

Cash    Check # \_\_\_\_\_

**THE OUTSIDE DOOR ON SUITE  
1900 WILL UNLOCK FOR YOU AT:**

**AND LOCK AT:**

Door scheduled   
HVAC scheduled   
Projector scheduled   
Deposit allocated



**ELITE**  
HEALTH CENTER

## The Commons – Elite Health Center’s Meeting Room Use Policies

Elite Health Center (“Elite”) will make its meeting room (the “Commons”) available to others conditional upon the users of the Commons (the “Users”) agreeing to comply with these Policies.

### Elite Administration:

Elite’s building manager (the “Manager”) shall be the contact for Users who desire to utilize the Commons. All decisions concerning use of the Commons will be in the sole discretion of the Manager.

### The “Commons” Meeting Room:

The Commons is located in Suite 1900 on the east side of Elite at 820 West 42<sup>nd</sup> Street, Scottsbluff, Nebraska. The Commons contains approximately 1,421 square feet and is suitable for programs and meetings for groups up to a maximum capacity of 91 persons. 60 chairs are available within the Commons along with 15 training tables which will seat 3 persons on one side. The Commons contains a large projector screen (184”), projector, DVD player, sound system, two 72” Smart TVs (internet ready), Wi-Fi and hookups to the projector or TVs via HDMI or VGA (the “Audio-Visual Equipment”). The Commons also has a fridge, dishwasher, sink and long countertop area. Public restrooms are available in the Elite building directly outside of the Commons, but users must limit use of the area outside of the Commons to the extent necessary to access the restrooms.

### Scheduling:

When scheduling the use of the Commons, priority is given to the tenants of Elite. Use by others (“Outside Users”) shall be at the discretion of the Manager. Prior to use by an Outside User, an authorized representative of the Outside User must agree in writing that the Outside User will comply with these Policies. Any reservation is subject to cancellation for any non-discriminatory reason, as determined by the Manager. In the event of cancellation by the Manager, the User’s sole remedy shall be a return of any amounts paid to Elite Health for the use of the Commons.

### Fee Schedule:

For-profit Business/Organization or Individuals:

Hourly.....	<b>\$70.00</b>	
Half Day (4 hours) .....	<b>\$210.00</b>	Projector Game/Playground Use
Full Day (8 hours) .....	<b>\$315.00</b>	Hourly..... <b>\$10.00</b>
8 hours + .....	<b>\$450.00</b>	

The fee is due at time of application.

Non-profit Business/Organization (as recognized by the State of Nebraska or the IRS). First hour is free, and then 50% of the normal price.

**Audio-Visual Equipment:**

Any User wishing to utilize the Audio-Visual equipment will need to notify the Manager one week in advance. By making that notification, the User agrees to be responsible for any damage to or loss of the Audio-Visual Equipment. A dry-run should also be performed to ensure A/V equipment is compatible.

**Cleaning Deposit:**

User makes a deposit of \$50 (the "Deposit") at the time of the reservation. User is expected to vacuum, wipe tables, throw trash and tidy room to original condition. It is not necessary to arrange furniture back to their original orientation. No cooking is allowed in the Commons and food and beverages may not be consumed in the portion of the Elite building outside of the Commons. If food and beverage is catered, then the User must make its own arrangements with the caterer. Under no circumstances is Elite responsible for payment for food and beverage brought to the Commons. As part of the required cleanup of the Commons, the User must cleanup and remove all food, beverages, and trash. Return of the Deposit is conditional upon the User's compliance with this requirement.

**Alcohol:**

Except with the express written permission of the Property Manager, alcoholic beverages are not permitted in the Commons. Permission will not be granted unless the User has a proper special designated liquor license or utilizes a properly licensed caterer.

**Other General Policies:**

- Meetings cannot interfere with the day-to-day operations of the tenants within Elite Health Center. The User is responsible for maintaining order during the use of the Commons.
- No unlawful activity shall be conducted by a User or any occupants of the room.
- Smoking is not permitted in the Commons or in any other portion of the Elite building.
- No animals, outside of service animals, will be permitted in the Commons or Elite Health Center.
- It is the responsibility of the User to set-up tables and chairs, clean the Commons and to restore the tables and chairs as they were prior to occupancy by the User. Failure to do so will result in a cleaning fee based on the cost to Elite, which shall be no less than \$50.
- The User shall reimburse Elite for the cost of repairs to, or replacements of, the Commons or any personal property or fixtures located in the Commons.
- Under no circumstance is the User to indicate or imply that Elite is a sponsor of the User's activities. Use of the Commons does not constitute Elite's endorsement of a User's policies or beliefs.
- Elite reserves the right to limit the number of meetings held by any User to maximize availability of meeting room space for as many groups as possible. This shall not limit any other reasons that Elite may have to deny access to an interested User.
- Misuse of the Commons or violation of these policies may result in the loss of future privileges for the User.
- Elite Health Center reserves the right to use video monitoring in part or all of the facility.

**Injuries and Indemnity:**

Elite is not responsible for personal injuries or personal property loss or damage inside or outside of the Elite building. The User shall indemnify and hold Elite harmless from any loss, damage or injury suffered by any of the occupants of the Commons during the User's use of the Commons.

**Acknowledgement and Agreement**

The User acknowledges receipt of the above Policies and agrees to be bound by them while using the Commons at Elite Health Center.