

## Short Term Room Rental Agreement

This is an agreement between \_\_\_\_\_ (Renter) and AOMA Graduate School of Integrative Medicine (AOMA) for the short-term use of a space for educational purposes. The renter assumes the entire responsibility for losses, damages, and claims arising out of any activities conducted and /or supervised by the renter in fulfillment of this contract, including ordinary coming and going of participants. Renter further will indemnify, defend, and hold harmless AOMA, agents of AOMA, and AOMA employees from any and all such losses and claims.

For movement or mind-body rental events: Renter acknowledges renter's obligation to obtain insurance coverage for the benefit of the renter. Renter waives any rights to recovery from AOMA for any injuries that Renter or participants may sustain while engaged in activities facilitated by Renter under this Agreement and that are a result of the negligence of the Renter or Renter's employees. Please submit copy of liability insurance.

Renter agrees to arrange facilities, equipment, and furniture (including HVAC thermostats) to the condition that existed at the start of the use-term, and to clean rooms, equipment and furniture to the beginning condition after their use term.

### Room Rate Information

Room	Area	Room Capacity – Theater	Room Capacity – Classroom	Rate Per Day	Rate Per Hour
<b>E1</b>	896	70	50	\$ 250	\$ 50
<b>E2</b>	700	60	40	\$ 250	\$ 50
<b>E3</b>	880	70	50	\$ 250	\$ 50
<b>E4</b>	715	60	40	\$ 250	\$ 50
<b>B1</b>	793	65	45	\$ 250	\$ 50
<b>Mind Body Center (Dojo)</b>	937	60	N/A	\$ 300	\$ 75

- The number of people attending the Renter's event cannot exceed the rented room's capacity.
- Time booked includes 15 minutes before and after event.
- Minimum time per day is 2 hours.
- A 50% deposit is required to hold rooms.

**Room requested:**\_\_\_\_\_

**Date(s) & time(s) of room rental:**\_\_\_\_\_

**Renter's Name:**\_\_\_\_\_

**Phone number:**\_\_\_\_\_ **Email:**\_\_\_\_\_

**Describe your event:**\_\_\_\_\_

**Room Arrangement:**

AOMA's classrooms normally come with tables/chairs. The dojo normally comes with neither. Please indicate any special room setup needed.

<input type="checkbox"/> Classroom	<input type="checkbox"/> U-Shape	<input type="checkbox"/> Conference
<input type="checkbox"/> Square	<input type="checkbox"/> Banquet/Small Groups	<input type="checkbox"/> Theater (chairs, no desks)
<input type="checkbox"/> Other:		

For more detailed events, please provide a specific description of your requested set-up. **A simple sketch or diagram of your set-up is always welcome** and helpful and, on occasion, we may request one if we need clarification.

I have read, understand, and agree with the above information.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**AOMA use**

Deposit amount:\_\_\_\_\_

Payment date:\_\_\_\_\_

Payment amount:\_\_\_\_\_

Payment date:\_\_\_\_\_