



Leg Up Farmers Market  
3100 North George Street  
York, PA 17406  
(717) 893-5998

## **CONFERENCE ROOM TERMS OF USE AGREEMENT**

### **PURPOSE**

This Agreement establishes the policies, terms, and conditions between Leg up Farmers Market and \_\_\_\_\_ (“RENTER”) to reserve and use the conference room located on the second floor of Leg Up Farmers Market, 3100 North George Street, York, Pennsylvania 17406.

### **SUMMARY**

The conference room at Leg Up Farmers Market is provided as a free of charge service for use by State and Local Government Agencies, Nonprofit community groups, commercial organizations, and the public when not in use for Leg Up Farmers Market, Leg Up Farm, or Able Services affiliated or sponsored activities. Leg Up Farmers Market reserves the right to restrict or deny usage (See below Statement of Authority). The conference room is available for rental/use during the normal operating hours of Leg Up Farmers Market, Sunday through Saturday, from 8:00 am to 7:30pm.

### **STATEMENT OF AUTHORITY**

Designated Leg Up Farmers Market personnel shall have the authority to approve, renew, or reject requests for use of the conference room and facilities. Permission to use the conference room will be denied to any organization and/or meeting:

- whose purpose is illegal;
- who engage in commercial activities as part of the meeting for commercial monetary gain;
- who engage in Direct Sales and/or Multi-Level Marketing, including but not limited to DoTerra, Young Living, Avon, Tupperware, Younique, Pampered Chef, Perfectly Posh, LuLaRoe, etc.;
- where a conflict of interest exists with the purpose and mission of Leg Up Farmers Market;
- whose conduct would interfere with the proper functioning of Leg Up Farmers Market (examples of such conduct would include activities that produce excessive noise or that would require the use of a significant portion of available public parking);
- who fail to notify Leg Up Farmers Market of cancellations of meetings on two (2) or more occasions;
- who fail to follow these policies, terms, and conditions.

### **FOOD AND BEVERAGES**

- **No outside food is permitted in the conference room, including cakes and treat bags. The only exception to this policy is alcohol, including beer and wine, which shall be BYOB.**
- Catering is available through the Deli, Bakery, Cheese, and Coffee & Juice bar.
- Food and beverages may be purchased from the store and prepared in the conference room.
- Kitchen may not be used for purposes of food production for commercial and resale use.

### **PROCEDURES**

- Conference room must be vacated **no later than 7:30pm.**
- Smoking is not permitted in the room or anywhere on the property of Leg Up Farmers Market and Able Services.
- The general room capacity is approximately 50, however depending on set up, the room may accommodate more or less.
- No open flames such as candles are permitted
- **Arrangement of furniture and setting-up of furniture is to be done by the group or persons using the room. Each organization and persons using the room shall be responsible for cleaning up and placing all tables, chairs, and other furniture in storage area before leaving in order to leave the**

**room as found or as requested by Leg Up Farmers Market staff. Costs for restoring condition of room will be billed at a minimum rate of \$50.00 an hour to organization or persons: for example, putting away chairs or cleaning coffee or food spills.**

- Groups or individuals must provide their own supplies such as paper products, table cloths, office supplies, etc.
- Nothing may be affixed or mounted in any way to the walls of the conference room.
- **Be aware that one window in the conference is equipped with a fire door that will automatically drop in the event of a fire and/or power outage. For your safety, do not sit or store any items in the area of the window sill. This area is designated by signage.**

### **AUDIO VISUAL EQUIPMENT**

Leg Up Farmers Market does not provide audio visual equipment, and such items are the responsibility of the renter.

### **CANCELLATIONS**

If a scheduled meeting is canceled, the applicant must inform Leg Up Farmers Market within one week of the meeting or event. Renter is responsible for notifying any event attendees of cancellation. Failure to notify the Leg Up Farmers Market within the requested time on two (2) or more occasions may result in loss of future conference room privileges. Notifying Leg Up Farmers Market of cancellations ensures that other groups or organizations have access to the meeting room.

### **ASSURANCES**

Leg Up Farmers Market and RENTOR agree that all activity pursuant to this Agreement will be in accordance with all the applicable current federal, state and local laws, rules and regulations.

### **AMERICANS WITH DISABILITIES**

Leg Up Farmers Market warrants and represents that as a place of public accommodation, it is in compliance with the Americans with Disabilities Act, all federal, state, and local fire safety and health code laws and ordinances in force at the time of the meeting. Please note, due to the kitchen equipment's intended use for demonstration, it is not ADA accessible.

### **ENTIRE AGREEMENT**

Upon signing this Agreement, the parties affirm that all arrangements outlined in this Agreement and Application are approved and confirmed.

### **ACCEPTED:**

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date