

# ABILITY360

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# CENTER

## **Ability360 Center Space Use Agreement.**

The premises this agreement covers are located at 5025 E. Washington St. Phoenix, AZ and will be referred to as “Ability360 Center”. “Ability360 Center” is the property of Ability360. Persons representing a group or organization having interest in use of the Ability360 Center will be known as the “Contracting Party”.

### **ACCESS**

- The rental spaces at the Ability360 Center are accessible for use from 7:00 am to 11:00 pm Monday through Saturday.
- Requests for earlier/later access will be considered but cannot be guaranteed.

### **POLICIES**

- It is recommended to bring in presentation materials that are on thumb drives, CDs, laptops, etc. at least 48 hours in advance to ensure compatibility. Ability360 cannot assure compatibility without first testing said materials.
- Any Contracting Party planning an event involving the consumption of alcohol must submit a certificate of insurance naming Ability360 as the additional insured 14 days before the event date.
- Smoking is only allowed in the designated smoking section adjacent to the northwest facing wall of the conference center.
- When reserving the rooftop, the contracting party will:
  - a. Rent the tables, chairs , table cloths, etc. for their event
  - b. Arrange with the vendor to set up, break down and remove all tables and chairs following the event
  - c. Pay the vendor directly for this service
  - d. Provide Ability360 with the vendor’s name, phone number and name of contact person
  - e. Upon request, Ability360 will provide the names of companies that provide this service.
- All children under the age of 12 must be accompanied by a parent or responsible adult at all times.

- Any Contracting Party that intends to use a space at the Ability360 Center outside the hours of 8:00am to 5:00pm Monday through Friday will be required to provide a “host” in the lobby for direction of attendant traffic.
- Any event with an attendance greater than 50 people is required to have an additional “host” per 50 people. These “hosts” are responsible for the behavior and safety of guests.
- Decorations must be approved by Ability360 before the day of the event. Use indoors of candles, confetti, rice, glitter, or similar decorations are not permitted in any area of the Ability360 Center.
- Duct tape should not be used on any surfaces here at the Ability360 Center.
- The Ability360 Center is a fragrance free facility. Items such as cologne, perfume and other scented products along with latex are not permitted in the Ability360 Center. The contracting party will inform its attendees prior to the event.
- Ability360 reserves the right to refuse use of the Ability360 Center to any organization.

### **CATERING**

- Contracting parties are welcome to bring in their own food and drinks or have items brought in by a catering company.
- The caterer must provide a food handler’s license to Ability360 prior to the event.
- It is the responsibility of the Contracting Party to arrange drop off and pick up of catered goods.

### **FEES**

- An invoice for use of spaces, AV resources, set up/cleaning fees, etc. at the Ability360 Center will be submitted to the Contracting Party after the reservation has been made. Payment of this invoice is expected to be received no later than 15 business days prior to the event.
- *If an event should be cancelled, notification must be provided at least 10 days prior to avoid a 10% fee.*
- Upon arrival and prior to the event, a walkthrough of the room must be completed with Ability360 staff noting the current condition of the room. A walkthrough will also be performed by Ability360 upon departure, noting any damage that had occurred during the event. Damage will be assessed and will be billed accordingly.

**TERMS**

- Modification of this agreement must be confirmed by an authorized agent of Ability360 and the Contracting Party.