

PASARROYO



CONFERENCE FACILITY RESERVATION FORM

Name _____ Date _____
Company _____
Phone _____
E-mail _____
Date requested _____ Time _____ to _____
Purpose of rental use _____
Approximate attendance: _____

The maximum occupancy for the Conference Facility is 40 guests.

Terms

- The PASARROYO Conference Facility ("Facility") is available to Tenants who lease space directly with CVFI – S Lake Avenue, LP at 201, 225, 251 or 283 South Lake Avenue, Pasadena, CA 91101. Authorized Tenant representatives are required to make reservations and accept rental terms and conditions for use of the Facility. The provisions, rules and regulations of each Tenant's Lease will also apply to the use of the Facility.
- The Facility is available for use Monday – Friday 8:00 a.m. to 6:00 p.m.
- The Facility rental rate is \$50/hour with a 2 hour minimum. This fee includes: use of kitchen, free Wi Fi, high speed internet service, and use of the audio visual equipment. Upon conclusion of each event, the Facility and adjacent Building areas should be left in a neat, clean and orderly condition. This fee does not include removal or cleanup of food, catering or excessive trash. An additional cleaning fee of \$150.00 may be assessed for cleaning due to food service and excessive trash.
- Alcoholic beverages of any kind are not permitted in the Facility.
- An "Overstay Fee" of \$100/hour will be billed for continued use exceeding reservation times.
- Any damage to the Facility, including but not limited to damage to furniture, equipment, fixtures, walls, carpet, etc. will be charged back to Tenant accordingly.
- All rental and/or damage charges related to the use of the Facility will be billed on the monthly Tenant Rental Statement.
- Attaching items of any kind to the walls, ceiling, furniture or fixtures is prohibited.
- Exceeding the Facility maximum occupancy will result in immediate termination of Facility use. No refunds will be offered.
- The 283 Building, Conference Facility, adjacent common areas and patios are a "Smoke Free" Environment. Smoking is not allowed in these areas.

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By signing and returning this form the user hereby agrees to the rental policies set forth for use of the PASARROYO Conference Facility.

Signature: _____

Print Name: _____

Title: _____

Date: _____

The form must be returned as soon as possible in order to confirm your meeting room date and time.
Return completed form to the Office of the Building