

## **SoHo Marketing Guru Policy on the Use of Conference Room**

### **Procedures Governing the use of the Conference Room: \_\_init.**

1. Application for the use of the Conference Room is made in writing through the Marketing Coordinator, Jerry Prosser. Signer of the Conference Room Application must be an adult with a valid I.D.
2. Local Businesses or individual who would like to use the Conference Room for training or educational purposes may rent the room at the current fee schedule listed on the Conference Room Rental Agreement.
3. All reservations must be pre-paid and there are no refunds. There will be a \$25 returned check fee for checks returned by the bank.
4. Meetings are to be scheduled for time periods during the listed hours on the Conference Room Use Application
5. SoHo Marketing Guru programs are given priority.
6. Conference Room must be left in a clean and orderly condition. Users are responsible for the cost of any repair or damage to the room or equipment.

### **Denial of Conference Room Privileges: \_\_init.**

No group will be permitted to use the Conference Room if that use poses a potential disturbance to the normal operation of SoHo Marketing Guru (e.g. excessive noise, safety hazard or security risks).

Meeting space shall be denied to groups or individuals who:

- a. Fail to abide by this and other policies, rules and regulations pertaining to use of the library and its facilities and equipment.
- b. Comprised of youth under the ages of 18.

### **Disclaimers: \_\_init.**

Permission for a group to meet at the Conference Room does not constitute or imply an endorsement of its policies, beliefs or program by any of the SoHo Marketing Guru staff. SoHo Marketing Guru is not responsible for loss or damage of equipment, supplies, materials or any personal property owned by those sponsoring or attending meetings at the Conference Room. In addition, SoHo Marketing Guru, agents and employees are not to held liable for any and all claims of injury, including death, damages or loss, which may arise in connection with a meeting held on this property.

### **SoHo Marketing Guru**

Business Coaching & Development LLC

951 Officers Row

Vancouver WA 98661

360-882-1298 voice

866-560-1510 fax

[www.SoHoMarketingGuru.com](http://www.SoHoMarketingGuru.com)

[www.VeronikaNoize.com](http://www.VeronikaNoize.com)