



Welcome to the EASTON COMMUNITY ROOM Guidelines and Consent

As a service to Easton Community Partners, non-profit organizations and to our tenants, we are pleased to provide a place to accommodate meetings, events, and discussion forums. After reading this form, please send the completed copy back to the Easton Management Office or Email: CommunityRoom@steiner.com.

Easton Community Group Guidelines:

- A valid ID will be required and held as collateral when signing out the key
- The room is available to Easton Community Partners, Easton Tenants and Non-Profit Organizations holding a 501(C)3
- No political or religious groups will be accepted.
- No soliciting may occur outside of the room.
- The Community Room is available on a first-come, first-served basis.

Community Room Provisions:

- The Community Room is located at 3981 Gramercy St. next to the West Parking Garage.
- Tables and chairs are provided for up to 35 people.
- The room has an occupancy of 45 people.
- An LED screen is provided for you to connect your device.
- Two private restrooms in the room.
- A whiteboard and dry erase markers are provided.
- We are unable to accommodate last-minute requests or provide additional items.

Responsibility of the Tenant/Community Group:

- We request all new users of the room to complete an application.
- Returning guests will be asked to review and update their existing application.
- Current year Easton Community Partners are not required to complete an application.

Disclaimer:

Regardless of any guideline set forth above, Easton Management, at its sole discretion, reserves the right to approve or decline the use of the Community Room in which Easton Management deems the use not to be in the best interest of the Center. The guidelines are intended as an overview and are not all-inclusive. Easton Management may, if it deems appropriate, impose other requirements to maintain its high standards.

Please return your completed forms and documents to: CommunityRoom@steiner.com



Guidelines and Consent (Continued)

Use of Space:

- You are welcome to change the configuration of the tables and chairs and ask that you return the room to its original layout prior to your departure.
- We invite you to have food and beverages and ask that you kindly clean up and take any remaining items with you.
- Cleaning products are provided for you to wipe down the tables and vacuum the room.
- Waste receptacles will be emptied by our staff after your departure.
- The whiteboard may be used with the Dry Erase markers. We kindly ask that you are careful not to use any other type of marker and to please clean the board at the end of your meeting.
- Please refrain from using tacking, taping, or attaching maps/charts/papers to the walls.
- Any spills on the carpet are to be reported to Public Safety when returning the key and checklist.

Animals:

- Animals are not permitted on premises, unless used for the seeing-impaired or with prior permission from Easton Management

Other:

- All matters not specifically covered by the preceding guidelines shall be subject solely to the decisions of Easton Management

Damages:

- Easton Tenants/Community Groups causing damage to tables, chairs, cabinets, equipment, carpet, walls, and/or whiteboard will be responsible for all costs associated with the repairs or replacement if necessary. The Easton Community Room is inspected after each use and any damage is noted on an Inspection Form.

I have read the Easton Community Room Guidelines and understand our group's responsibility. By signing below, I agree to be responsible for all costs associated with any repairs and/or replacements performed by Easton Management. I also recognize that this agreement is valid for the period of 2025, unless the responsibility of the group transfers to a different contact, in which case, a new form will be required.

Contact's Signature

Date

Please return your completed forms and documents to: CommunityRoom@steiner.com