

# RULES FOR RENTAL

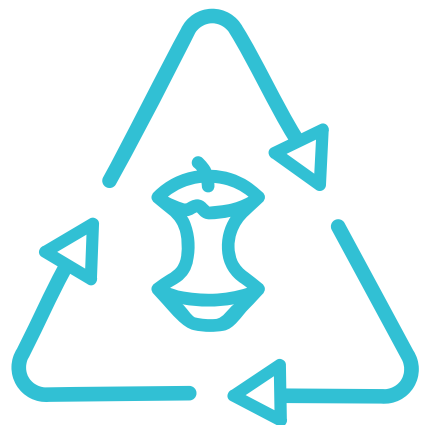
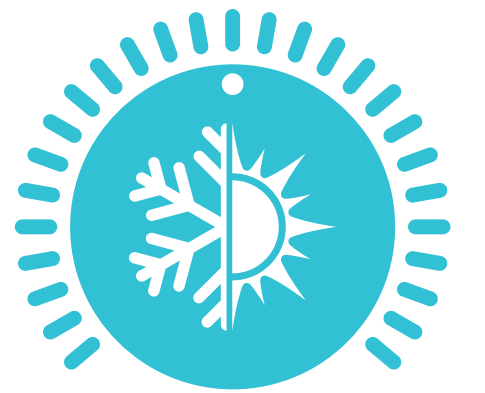


## WASTE

Help our planet by using the recycling & compost containers correctly. Spare bags are under the sink or in the can. Ensure all waste goes into outside receptacles, and replace with clean bags. The compost barrel, recycling, and garbage barrels are out the back door.

## THERMOSTAT

Please set the thermostat to 64°F in winter and around 74°F in summer for an energy-conscious and comfortable environment.

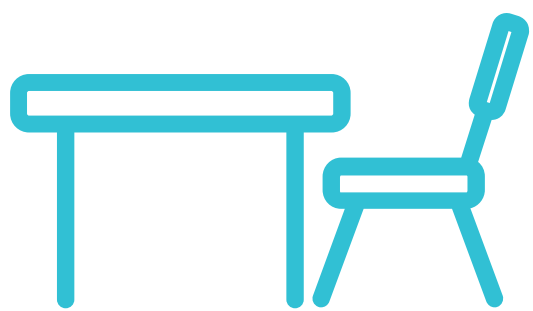


## COMPOST

We recommend opting for compostable silverware, plates, cups, etc. You can conveniently purchase these eco-friendly materials from us at a reduced rate based on the number of guests attending. If compostables aren't preferred, we ask to avoid the use of styrofoam. The compost lock code is 1444.

## CLEAN

Let's leave things as pristine as we found them! Sweep the floors, wipe counters and tables, and wash borrowed dishes. Find the broom and cleaning supplies in the closet near the back door.



## CHAIRS & TABLES

Kindly return chairs and tables to their designated storage area.

## LOCK UP

Secure both front and back doors before returning the key to the lockbox. Reach out to Francine at (423) 708-3902 for the lockbox code or if anything breaks. Please take a photo for reference!



## REFRIGERATOR

If the fridge housed your goodies, please give it a good clean before bidding adieu!

## LIGHTS

Turn off all lights using the switches located by the front door, top and bottom of the staircase, middle pole, and across from the first bathroom.



## TECHNOLOGY

Ensure adaptors remain at green|spaces, and the screen stays in its current position. Let's keep the tech intact for future guests!

## EMERGENCY

In case of emergency, reach out to Francine at (423) 708-3902.

Wi-Fi: greenspaces guest  
Password: 4236480963





# RESERVATION REQUEST FORM - 2024

Name of Person or Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email/Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Reservation Date & Time: \_\_\_\_\_ # of Guests: \_\_\_\_\_

Check off items for your event:

\_\_\_ Use of green|spaces tables (11 tables, each 6 feet in length) and 65 chairs + 3 bar stools

\_\_\_ Serving of Alcoholic Beverages

\_\_\_ Use of projector & screen

\_\_\_ Serving of Food

Purpose of Use: \_\_\_\_\_

Setup Configuration: \_\_\_\_\_

Additional Notes: \_\_\_\_\_

## Weekend Rental Fees:

\_\_\_ Non-Members: \$150/Hour

\_\_\_ Members: \$75/Hour

## Weekday Rental Fees:

\_\_\_ Non-Members: \$80/Hour

\_\_\_ Members: \$40/Hour

## Additional Rental Fees:

\_\_\_ Serving of Alcoholic Beverages: \$140 per event

*Disclaimer: Alcohol usage during events involves additional waste management and insurance considerations. This impacts our sustainability efforts and coverage. Minimizing alcohol-related waste supports our commitment to a cleaner, eco-conscious environment and responsible event practices. Your understanding is appreciated!*

\_\_\_ Over 50 Attendees (max 75): \$120 per event

\_\_\_ Setup by green|spaces Staff according to specifications: \$60

\_\_\_ Black Linen Rental: \$10 per linen (11 Total)

\_\_\_ Cleaning Fee: \$50 per event

Total: \$ \_\_\_\_\_

Today's Date: \_\_\_\_\_

**Payment is due in full prior to event.**

Should any damage occur to the space or its contents, a reasonable fee for repair or replacement may apply. Kindly ensure all dongles, cables, and adapters are returned before your departure. Your cooperation in maintaining the space is greatly appreciated & we are happy to host your next event!

Please send completed form to [info@greenspaceschattanooga.com](mailto:info@greenspaceschattanooga.com). Please call (423) 648-0963 with questions, ask for Francine.