



Amy H. Levin Learning & Conference Center
1165 North Ridge Road East, Lorain, OH 44055

Facility Use Agreement

MHARS Board provider network & Greater Lorain County not-for-profit organizations may request the use of the facility. The Amy Levin Center (ALC) has portable table and chairs that can be arranged in a variety of ways (maximum seating is 45). This facility is equipped with internet access, projector, virtual conference capability, interactive white board (white board markers provided, **DO NOT USE DRY ERASE MARKERS**). The ALC is available to our partners to reserve at no-cost. The use of the facility is strictly for learning/training purposes. The facility is not to be used for parties (birthday, graduation, retirement, baby showers, etc.).

Hours of Use

The facility is available on a “first-come, first-serve” basis for scheduled meetings Monday through Sunday 8:00 a.m. to 9:00 p.m. Partners may reserve the room 12 weeks out on the calendar.

Food and Beverages

Food and beverages are permitted. The host is responsible for all food and beverage supplies. MHARS Board will not provide any supplies. The use of the kitchenette (mini fridge, coffee maker, sink) is available. If you need supplies, there are stores nearby (Marc’s, Apples, Dollar Tree).

Guest Parking

Free parking available.

User/Host Responsibilities/Policies/Housekeeping

- Pick up keys at the MHARS Office during regular business hours (M-F 8-4:30pm)

Submit to: Receptionist at reception@mharslc.org or 440.787.2121

Amy H. Levin Learning and Conference Center (ALC)
Facility Use Agreement and Checklist

Organization: _____ **Contact:** _____
Email: _____ **Phone #:** _____
Date of Event: _____ **Hours of Event:** _____

- Notify the receptionist if there are any spills in our facility, restrooms that need attention, or anything else that may need our immediate attention.
- Use of windows for hanging materials with scotch tape is permitted. **Do not tape or tack materials to walls or doors.**
- Tech support is not guaranteed; please have a backup plan for your equipment if an issue arises. **You may bring your own laptop with an HDMI cord, and/or a flash drive.**
- Tables and chairs are to remain inside the facility.
- Host is responsible for clean up after the event and leaving the room in same condition as when arriving.
- Smoking is not permitted in/near the building.
- Alcohol is not permitted on the premises.
- Firearms are not permitted in the building.
- Charging guests entry fee is not allowed.
- Host is responsible for loss or damage to equipment, damage to the building and grounds and will be held accountable for any financial loss.
- Applicant shall hold the MHARS Board of Lorain County harmless at all times for any claims or damage on account of injury to anyone using the facilities.

Reservation Procedures

Contact Receptionist to discuss your event and check room availability. We recommend the host make an appointment to view the facility beforehand to make sure it meets their needs. Complete the application for Facility Reservation Information/Checklist included on the next page. Email the completed form to Receptionist at reception@mharslc.org who may be reached at (440) 787-2121.

By signing you understand that you accept responsibility of leaving the building in the condition that it was found and paying any cost of cleaning/repair of the facility and/or equipment, if the Receptionist finds any damages or excessive mess after your designated time of use.

Signature _____ **Date** _____
Responsible party

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AFTER USE: (sign below upon returning the keys to MHARS office)

- Turn **OFF** and unplug Coffee Pot
- Turn **OFF** projector screen (DO NOT TURN OFF COMPUTER)
- PLACE any/all trash near the back-door exit (inside the building)
- SET the temperature settings to default – Cool 70 degrees / Heat 65 degrees
- Turn **OFF** lights
- Turn ~~ON Alarm System before walking out~~ — see instruction sheet attached to the key
- LOCK** ALL exterior doors
- RETURN** keys to MHARS

a. during regular business hours with this signed checklist, **OR**

b. after hours key may be dropped off in the KEY BOX at the MHARS main building near the staff entrance (black box on the wall near the door); please vacate the facility no later than 9:00pm, if possible.

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Signature _____ **Date** _____
Responsible party

Renters Comments after event: