



The Healing Trust Facility Use Agreement

Reservation Date(s): _____

Start Time: _____ Finish Time: _____
(8:30am=earliest available) (5:00pm=latest available)

Organization: _____

Primary Contact: _____

Email Address & Phone #: _____

Meeting/Event Title: _____

Number of Attendees: _____

I. Room(s) Requested:

- _____ Small Conference Room (seats 8)
- _____ Board Room (seats 14)
- _____ Retreat Center (seats 28)

** Please select a Retreat seating option (illustrations attached separately):*

_____ Classroom (5 long rows of tables)

_____ Small Groups (6 table 'islands')

_____ Boardroom (tables joined to form hollow

_____ Circle of Chairs

- _____ Back Porch

II. Equipment and Accessories:

_____ Overhead Projector _____ Laptop _____ Bluetooth Speaker

_____ Flip Chart(s) *4 available – please note 1-4, **paper and markers included

III. Complimentary Drinks Service (Coffee, Water, Sparkling Water): Yes _____ No _____

We are happy to host your event here at The Healing Trust. We do not charge a fee for using our facility. Drinks are provided at no charge. We do ask that you respect our facility and clean the room upon leaving.

Guest Parking

Please inform your guests that parking is available in the front and along the left side of the building.

Insurance

We require a certificate of insurance from your carrier naming The Healing Trust as additionally insured. This certificate will be kept on file at The Trust for the duration of your policy.

Indemnification

Each party hereby agrees to indemnify, defend and hold the other harmless from any loss, liability, costs or damages arising from actual or threatened claims or causes of action resulting from the negligence, gross negligence or intentional misconduct of the party indemnifying or its respective officers, directors, employees, agents, contractors, members, participants or attendees (as applicable), provided that with respect to officers, directors, employees, and agents, such individuals are acting within the scope of their employment or agency, as applicable.

Eligibility

Organizations eligible to reserve meeting space include: building tenants, non-profit organizations, philanthropic organizations, health related government agencies, health care providers and health coalitions. Because utilization of the space represents an in-kind contribution from the Foundation, events held at the Foundation's facilities should be consistent with the Foundation's eligibility (grant) guidelines. The space may not be used to lobby, fundraise, or to conduct other activities inconsistent with the Foundation's grant guidelines. Organizations using the space will be asked to provide a certificate of insurance and sign an agreement in adherence to the policies of the facility.

Thank you,
The Healing Trust

Signature_____ **Date**_____