

OSM ROOM RENTAL APPLICATION

Directions: Fill out application completely and mail or fax to Oregon School of Massage.

APPLICANT INFORMATION		
APPLICANT NAME / CONTACT PERSON		
NAME OF ORGANIZATION		
MAILING ADDRESS	CITY, STATE	ZIP
HOME PHONE	WORK PHONE	CELL PHONE
EMAIL ADDRESS		

EVENT INFORMATION	
DATE(S) REQUESTED	
TIME(S) REQUESTED	
TITLE & DESCRIPTION OF EVENT	
NUMBER OF PEOPLE	CHARGE FOR EVENT PARTICIPANTS?
EQUIPMENT REQUIRED	

Assumption of Liability

For consideration of the use of Room ____, our organization agrees to indemnify the Oregon School of Massage from and against any loss, damage, claim, demand, liability, or expense by reason of any damage or injury to property or person which may be claimed as a result of occupancy or use of the premises. Furthermore, our organization agrees to reimburse Oregon School of Massage for any and all costs to repair any damage that may be caused directly or indirectly to the facilities during the time period of occupancy and/or use of premises. Furthermore, applicant will be asked for general liability coverage for the event.+

(Please check box) I have read and agree to the OSM Room Usage Policies.

SIGNATURE OF APPLICANT	DATE
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FOR OFFICE USE ONLY					
RENTAL FEE	SEC. DEP. PAID	KEY #	PAID IN FULL DATE	KEY RETURNED	SEC. DEP. REFUNDED

OSM ROOM USAGE POLICY

Applicant Copy

Room Application & Renewal:

All reservations for use of an OSM room shall be made through the Front Desk Coordinator using the appropriate application Form. Requests are made at least four (4) weeks before the event. Oregon School of Massage activities will take priority. Reservations will be made on a first come, first serve basis. OSM limits rentals for events that fit with OSM values and do not replicate our course listings. OSM reserves the right to cancel any event in case of emergency. Time(s) requested must include room set up and clean up.

Reservation Deposit and Final Payment:

A reservation deposit of 50% of the total rental amount must be received in order to secure the room. The deposit will be credited toward the total rental fee. The remaining rental fee (final payment) is due 2 weeks before the date of rental.

Security Deposit:

In addition, a \$75.00 security deposit will be submitted at time of the reservation. If rental meets all cleaning and policy requirements, a full refund of security deposit will be awarded.

All groups and individuals, without exception, shall deliver the security deposit to the Front Desk Coordinator prior to being granted the use of any OSM room. The responsible individual acknowledges and grants OSM sole discretion for the return of the security deposit in the event the room policy is not followed in its entirety.

Responsible Party:

In completing the Application Form, each individual, organization or group must indicate a designated responsible member. This individual will sign the application form stating he/she has read and will abide by the usage policy. Responsibility shall include control of the group using the rooms and keeping the room clean. If the rules and regulations for using the facilities are not complied with, this individual will be contacted and possible further use may be denied.

Room Accessibility:

Oregon School of Massage will be locked when not scheduled for use or when the Kristin Square Building is not open. If you need a key, prior arrangements have to be made with the Front Desk Coordinator. Keys are available for pick up two (2) business days prior to the event. Keys must be returned to the Front Desk Coordinator the next business day after the event. The security deposit will be forfeited if key(s) are not returned.

Enter through doors on the East side of the building (around back of building). Applicants are responsible for turning off lights and locking all doors. Please check all doors. If any door is left unlocked, the security deposit will be forfeited. The building must be vacated by 10:00 pm on weekdays and 11:00 on weekend evenings. Parking is available at both the front and back of the building.

OSM Store:

The store is open during OSM office hours and carries a variety of massage supplies, books, snacks and drinks.

Advertising/ Selling Products:

OSM does not advertise any rental events. Selling of any products / books is prohibited. If you would like to sell a product via our Store, we would be happy to discuss that prospect. Please contact our Store Coordinator for details.

OSM ROOM USAGE POLICY

Applicant Copy

OSM Maintenance Cleanup Procedure:

The room must be left in a clean condition. If the room is not in order when you arrive, please report this or any other conditions that are not as they should be to the Front Desk Coordinator at once. The key(s) will open the classroom and lobby doors.

The room is in order when:

- Counters, classroom tables, massage tables, massage chairs and whiteboards are wiped clean
- Classroom tables, classroom chairs, massage tables and massage chairs are stored as requested by OSM.
- All supplies /equipment which have been brought in are removed
- Trash and recycled items are disposed of in appropriate containers
- Restrooms are checked for left items and lights turned off
- Classroom lights are off

Display and/or Decorations:

No part of the OSM hallways connecting thereto shall be used for displays or exhibits. No decorations shall be hung from any wall or window in OSM. No tape of any kind will be used on white boards. No lit candles. OSM is a scent-free environment.

Smoking and Alcoholic Beverages:

SMOKING IS PROHIBITED throughout the building. Individuals wishing to smoke must be further than ten (10) feet of any external entry. The use of alcoholic beverages within the building is prohibited.

Food/Beverage:

Permission for serving food must be noted on the Application Form. Food cannot be prepared and cooked in the building. Food that is prepared and cooked may be brought into the building in warmer pots and served. You are responsible to bring in all supplies needed for serving food.

Chaperones:

In the event of minors using the room, there shall be at least one adult chaperone present for every 10 minors using the facility. Chaperones are required to be in attendance during the entire event.

Behavior:

Anyone using the facility or being on the premise of Oregon School of Massage will be expected to exhibit proper behavior at all times. Failure to comply can result in forfeiture of future use of the facility. Disorderly conduct or vandalism may result in immediate expulsion or arrest. Courtesy must be displayed during OSM hours. If your group discovers any damage or is responsible for any damage, please notify the Front Desk Coordinator immediately.

Heating/Cooling:

Heating and air conditioning are preset and programmed and must not be adjusted.

Animal Policy:

No pets allowed. Therapy dogs must be pre-approved with medical certification.

Restrooms, Elevator, Emergency Exits:

Handicap accessible restrooms are available near the main back entrance of the building on the lower level. The elevator is across from the main restrooms on the lower level. Emergency exits are clearly marked throughout the building.