



Clayton Early Learning Rental Agreement

_____ **AVAILABILITY:** Monday – Friday, 8:00 am – 8:00 pm, when available. Please allow 30 minutes before and after each meeting for set up/clean up

_____ **YOUR RESPONSIBILITIES:**

- Distribute Clayton campus parking directions and building access code
- Training materials are to be stored in the room you have reserved.
- Remove all materials, sticky notes, erase white boards and return the tables and chairs to the standard layout.

_____ **COMMON AREAS:** Please be considerate in hallways and in common areas during breaks and when talking or on your cell phones.

_____ **PAYMENTS/BILLING:** Payment must be made by check money order or cashier's check to the order of Clayton Early Learning. Invoices will be sent when you confirm your reservation with us. Payment is due a minimum of seven days prior to your meeting.

_____ **RESERVATIONS:**

- Reservations must be made at least 10 days in advance of scheduled training.
- Please provide a minimum of seven days' notice if cancelling a reservation. Refunds will not be given for any cancellations within seven days of the reserved meeting time.

_____ **PARKING:** Parking is available for up to 50 vehicles only. Parking is on the east and west end of campus and off-street on Martin Luther King Blvd. Please do not park in our main lot as it is reserved for parents and staff

_____ **WEATHER:** In case of inclement weather the Clayton Early Learning campus will be closed, and your meeting will be rescheduled or have credit for future reservations. Please call the attendance line at (303)-355-4411 ext. 499.

_____ **IT SUPPORT:** Technical assistance is limited to establishing internet connectivity and audio/visual output from your laptop or tablet.

_____ **RESTRICTIONS:**

- No children are allowed in the Training Center.
- Pets, with the exception of Service Animals are not allowed for short term rentals.
- No alcohol, firearms, candles or smoking is permitted on the campus.
- Cooking is not permitted in our buildings.
- Please do not use buildings, signs or trees for hanging fliers or any other items. Fees will be assessed for any damage to the property.
- Do not move any tables/chairs from other rooms.
- For security, please do not prop any doors open or share the building code other than to your participants
- Materials cannot be left in a room the day before your reservation.

Clayton Early Learning facilities and grounds shall not be used for any unlawful purpose. We reserve the right to refuse use of the facilities to any organization or individual if an event does not comply with Clayton Early Learning's policies and guidelines. User agrees not to practice, advocate, or permit discrimination or segregation based upon race, creed, color, sex, age, disability, sexual orientation or national origin. Clayton Early Learning is not responsible for any loss or damaged personal property while on campus