

# Facility Usage Guidelines



## ***Reserving Mars Hill For A Private Event***

Mars Hill may be reserved in part (e.g., the raised seating area) or even the entire front room (over 3,000 sq. ft!) for parties, seminars, concerts, dinners, plays, meetings, office parties, political rallies, birthday celebrations, receptions, and other events. Food can be catered. Entertainment can be provided. A sound system and operator can be made available. Etc. Cost will be determined by the group's needs.

## ***Reserving Mars Hill For A Business Event***

Mars Hill may be reserved in part (e.g., conference room) for business events.

Events that support local artists (e.g., holiday boutiques) are scheduled *without charge* to the artists, as are events that support educational programs (e.g., our local schools' *Save the Music*), though donations to Mars Hill are always appreciated.

Sales events by approved businesses can also be accommodated in the conference room. The group is responsible to provide all it will need to conduct business legally. The cost is \$20 per hour, with a \$50 deposit required at time of booking. Maximum use is two consecutive days. No outside food or drink. Any advertising listing Mars Hill must be approved in advance.

## ***Conference Room Usage***

Outside of business use (see above under "Reserving Mars Hill For A Business Event"), there is *no charge* for the use of the conference room, though donations to Mars Hill are thankfully received.

Please *notify us* if you will not be able to keep your reservation. *Reservations have a 20 minute window to begin within*. If no one comes within that time, the reservation will be canceled and the room made open to the public. If a group fail to show for two consecutive reservations, the remainder of future reservations will be cancelled.

The room may be reserved for single events/meetings or weekly events/meetings for a period of up to *8 consecutive weeks*. Additional weeks may be added if there is not another request for the room. The conference room may be reserved a maximum of 4 hours per week.

Please do not bring outside food or drink into the room without consent.

The room (table, white boards, floors, etc.) should be clean and orderly when you arrive (let the baristas know if it is not so we can clean it). Please leave the room clean and orderly when you leave. If you borrowed items from the front counter, please return them.