

# Elim Room Use Policies

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Thank you for your interest in using the Elim Room. This room offers the following features:

- Conference room table with 8 chairs. More tables and chairs from the café can be moved into the Elim Room if others in the main café do not have plans for their use. Maximum seating for the Elim Room is 15.
- An erasable whiteboard with markers and eraser
- Wired and wireless Internet
- 32" LCD TV with VGA computer connection, able to connect to Mac or PC
- Help configuring your computer for the projection equipment, if needed. Technical help must be scheduled with café management prior to your event.

We also offer full café menu service and a special catering menu; ask for information at the front counter.

## Fees

The room is free for customers of the café. A fee of \$25 per hour will be charged for non-customers.

## Room Use Policies

- The room should be vacated by café closing.
- If any furniture was moved from the main café into the room or if the room furniture was rearranged please restore all furniture to the original location.
- No food or beverages from outside of the café are allowed in the café or Elim Room. Please feel free to purchase such items from the café.
- The room is scheduled at the café counter on a first-come basis. You can schedule the room up to 3 months ahead.
- Please immediately notify café staff if you spill or spot anything, so we can avoid a permanent stain. We have cleaning materials on-hand and appreciate your honesty in this regard. We know accidents happen.
- The café is neither responsible nor liable for the theft, loss, or damage to materials, equipment, or other personal property of the renter or participants.
- No items are to be taped or otherwise attached to the Elim Room walls.
- If you decide to cancel your meeting please notify us by calling the café (267-4288) as soon as possible. The Elim Room is very popular and we wish to maximize its use.
- The Elim Café reserves the right to reasonably restrict renter's use of the Elim Room to activities that are positive for our community.
- We are not responsible for double bookings. If this happens we will use a coin-flip to establish the party to use the Elim Room and work with the other party to find a comfortable area within the café for their meeting. We suggest you confirm your room reservation at least 24 hours before the event.