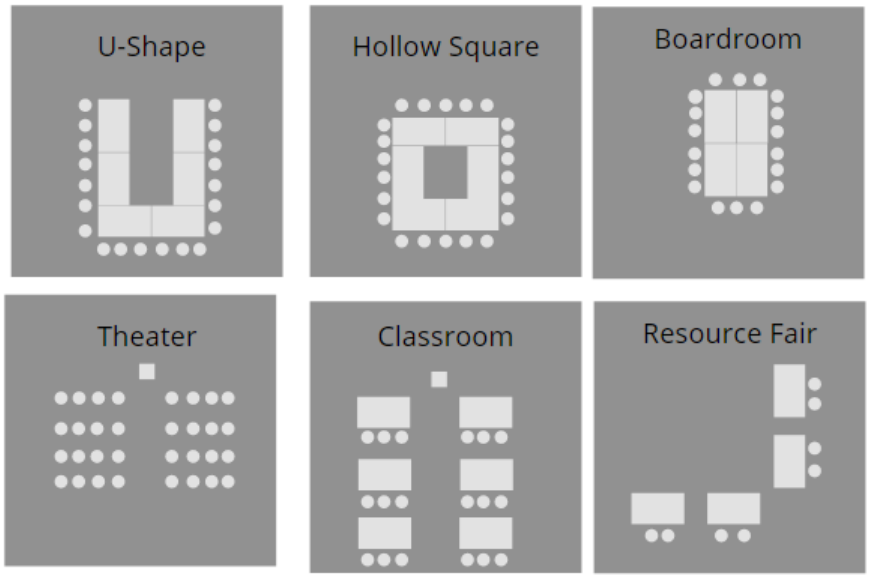
Room Reservations

Space	Capacity by Setup	Equipment	Rates
Vault Conference Room Main Floor	Board Room: 6	N/A	Nonprofit: $0 Nonprofit with Setup: N/A Public: $10/Hour
Glass Conference Room Main Floor	Board Room: 16 U-Shape: 12	65” wireless monitor*, video conferencing	Nonprofit: $0 Nonprofit with Setup: N/A Public: $20/Hour
Boardroom Lower Level	Board Room: 12	N/A	Nonprofit: $0 Nonprofit with Setup: N/A Public: $20/Hour
Rummells Conference Center Lower Level	Board Room: 44 U-Shape: Classroom: Theater: Resource Fair: Hollow Square:	2x 65”, 1x 86” wireless monitors*, video conferencing, tables and seating for 44	Nonprofit: $0 Nonprofit with Setup: N/A Public: $50/Hour Half Day (up to 4 hours): $175 Full Day (up to 8 hours): $300
Gallery Main Floor	Board Room: 64 Resource Fair Rounds	8x 6’ diam. rounds w/64 folding chairs	Nonprofit: $0 Nonprofit with Setup: N/A Public: $50/Hour Half Day (up to 4 hours): $175 Full Day (up to 8 hours): $300

Half-day and full-day rental time includes setup, event time and cleanup.

Setups Defined:



Equipment

Foundation technology and equipment are available on a limited basis. If you plan to use them, please arrange for assistance prior to your event. Tablecloths and chair covers are not provided, and folding chairs may not all match.

Guidelines and Regulations

1. Room Setup: Tables and chairs may be rearranged but must be returned to their original setup.
2. Cleaning: Renters must leave the space clean and ready for use. Cleaning supplies are provided. Wipe tables/surfaces as needed, sweep or vacuum floors if necessary, remove all food and beverages, and take all garbage to the provided dumpster.
3. Decorations: Remove all decorations and personal belongings. Only blue painter's tape may be used; no tacks, push pins or staples.
4. Prohibited Items: Open flames, glitter, and confetti are not permitted for outside rentals.
5. Damage & Additional Cleaning: Renters are responsible for damage to the facility, furnishings or equipment. Additional cleaning or damage fees may be assessed.
6. Alcohol: Alcoholic beverages are permitted only with prior approval from the Hoover Presidential Foundation. If alcohol will be served, the renter must provide proof of General Liability and Liquor Liability insurance naming the Hoover Presidential Foundation as an additional insured prior to the event.
7. Closing & Lock-Up: Foundation staff may not be onsite. Renters are responsible for all closing and lock-up instructions.
8. Rental Privileges: Failure to follow these guidelines may result in additional fees and/or loss of future rental privileges.

Payment & Cancellation

Rental fees are due in full when the reservation is confirmed and this agreement is signed. Cancellations made at least 48 hours prior to the scheduled reservation will receive a full refund. Cancellations made less than 48 hours prior are nonrefundable. Severe weather or other extenuating circumstances may be considered case by case.

Rental Information & Acknowledgement

I have read and agree to the Hoover Presidential Foundation's Room Reservation Guidelines and Regulations and accept responsibility for the rented space during my reservation.

Renter/Organization: _____ Contact Name: _____

Mailing Address: _____ City/State/ZIP: _____

Cell Phone: _____ Email: _____

Event Date: _____ Rental Space: _____

Rental Time: _____ Type of Event: _____

Signature: _____ Date Signed: _____

For Office Use

Rental Fee: $_____ Date Paid: _____

Payment Method: ☐ Check #_____ ☐ Credit Card ☐ Other_____ Key: ☐ Issued ☐ Returned