



## Alliance Business Assistance Center

### Use of Space Policy

The Alliance Business Assistance Center provides free small and large meeting space as well as connection to Wi-Fi, use of laptops and technology onsite. The Alliance Business Assistance is available for businesses looking for a clean, organized and equipped space ready to use for meetings, conferences, and trainings.

#### Conditions and Terms of Use:

- The Alliance Center space is available to local small and mid-size businesses to host business professional meetings, trainings, and conferences with a maximum capacity of 60 people.
- Room reservations are made on a first-come-first served basis.
- The Alliance Center is open Monday-Friday from 9:00a.m.- 5: 00.p.m., and room reservations should be requested within the Center's hours of operations. (Special arrangements and/or accommodations may be considered).
- Businesses are not allowed to sell and/or solicit any type of business transactions while in the facility.
- The Alliance Center reserves the right to review each reservation request for approval or denial according to the Use of Space Policy and the overall intention of our program.
- Should violations of this policy occur, the Alliance Center staff reserves the right to deny future requests.
- Business host reserving the space may bring in outside food/beverage and may request use of kitchen amenities if needed.
- The business host is responsible for room set up (except for technology set-up) therefore, it is advised to arrive earlier to the Alliance Center.
- The business host is responsible for ensuring the space is left clean and sanitized after each use, and empty the trash in the outside dumpster after meeting is complete.
- Tables and chair must be wiped down with disinfectant at the end of each meeting (disinfectant will be provided by the Alliance Center).
- Connection to internet and the use of technology is solely for business purposes.
- Reservations must be made no less than 24 hours in advance.
- Use of technology and accommodations requests should be made at least 24 hours in advance.
- All attendees must sign in at the front desk upon arrival.
- Cancelations must be made via email or by phone at least 24 hours in advance.
- Other terms and conditions may apply at the discretion of the Alliance Center.
- For room reservations businesses must filled out the Use of Space Request Form.

For questions or comments, email the Alliance Assistance Center at [alliance@thorntonco.gov](mailto:alliance@thorntonco.gov) or call 720.674.3547.

I have read and agreed to the terms and conditions of the Use of Space Policy

Name: \_\_\_\_\_ Signature: \_\_\_\_\_



## Alliance Business Assistance Center

### Use of Space Request Form

Date: \_\_\_\_\_

#### Business Contact Information

Business/Company Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Business owner/representative name: \_\_\_\_\_ Email address: \_\_\_\_\_

#### Event Information

Type of event (e.g. staff meeting, training, conference): \_\_\_\_\_

Number of total attendees: \_\_\_\_\_ Date of the event (MM/DD) \_\_\_\_\_

\*Maximum capacity for the conference room is 60 (restrictions may apply due to the COVID19 pandemic).

Time of the event, from: \_\_\_\_\_ AM to \_\_\_\_\_ PM (consider set-up time)

\*The Alliance Business Assistance Center is open Monday-Friday from 9:00a.m.-5:00p.m. and room reservations should be requested within the Center's hours of operation.

Use of technology/equipment needs: YES/NO \_\_\_\_\_ (e.g. set-up virtual meeting, laptop computers)

I have a PowerPoint: YES/NO \_\_\_\_\_ I need help to set-up a Zoom meeting YES/NO \_\_\_\_\_

If YES, provide meeting ID: \_\_\_\_\_ Password: \_\_\_\_\_

Other technology needs, please explain: \_\_\_\_\_

\*Please notify the Alliance Business Assistance Center about any technology and equipment needs in advance.

Bringing Food and Beverages (Circle one) YES/NO \_\_\_\_\_

\* The Alliance Business Assistance Center kitchen is available; please notify staff if you plan to provide food.

#### Reservation confirmations:

Reservations are made on a first-come-first-served basis. You will be notified within 24 hours if your request can be fulfilled. If the space is available, you will need to read and sign the Use of Space Policy and return it to the Center prior to the start of your meeting.

For questions or comments call: 720.674.3547 or email us at: [alliance@thorntonco.gov](mailto:alliance@thorntonco.gov).