

Room Rental Policy

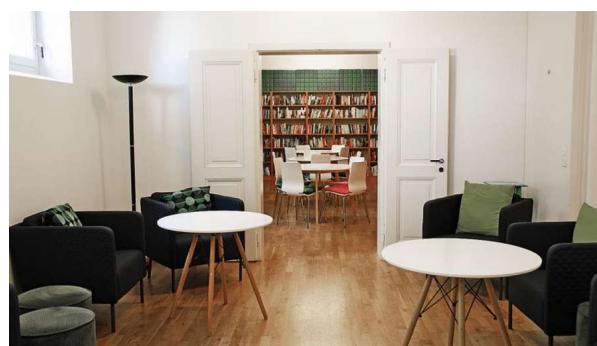
Space in Centrepoint's building may be rented by Centrepoint Members and by certain external organisations for events, meetings, and presentations.

1 Eligibility

- Space may be rented by:
 - Current Centrepoint Members, and
 - External organisations that have rented Centrepoint space previously.
- Any exceptions to this rule require approval by the Centrepoint Board.
- The maximum number of attendees per rental session is 35.

2 Space and Equipment Available

- Centrepoint has two inter-connecting rooms available for rent. The rooms can be set up in different formats depending on usage. Images are below:



2.1 What You May Use

- Renters may use:
 - Washrooms
 - The kitchen and its contents (refrigerator, microwave, cutlery, glassware, plates, mugs)
 - Tables and chairs from the Library, Conversation Room, and Back Office

- The beamer/projector (if agreed in advance)

2.2 What Is Excluded

- The following are not included in the room rental:
 - Centrepoint's kitchen supplies (coffee, tea, drinks, snacks)
 - Computers, printers, or photocopying equipment
 - Rooms not specified in the rental agreement

3 Rental Fees and Conditions

- Centrepoint's rooms are rented by the day, with the fee depending on the length of use:

Duration of Rental Session	Fee
Up to 6 hours	CHF 70
Up to 8 hours	CHF 90
Over 8 hours	CHF 110

- The rental fee is per session, regardless of how many rooms are used.
- Use of Centrepoint's beamer/projector incurs an additional charge of CHF 20 per session.

4 Rental Agreement

- A rental agreement may cover one or multiple sessions, for a maximum period of one year.
- All rentals are at Centrepoint's discretion. For example, the rental must not conflict with any scheduled Centrepoint activity nor disturb other activities taking place on the same day.
- Centrepoint may refuse new agreements with renters who have been unsatisfactory in the past. Examples of unsatisfactory behaviour include:
 - Non-payment of invoices
 - Disruptive or inappropriate conduct by guests
 - Failure to clean up properly
 - Damage to Centrepoint's premises or property

5 Reservations, Deposits, Payments, and Cancellations

- A reservation is confirmed only upon payment of Centrepoint's invoice.
- The invoice will specify:
 - All dates and maximum durations covered by the rental agreement, and
 - A CHF 50 deposit, refundable if the rooms are left in good condition.

- By paying the invoice, the renter agrees to comply with Centrepoint's **Facilities Usage Policy**.
- Once payment is received, Centrepoint will not cancel the rental session(s) listed in the invoice. Renters may cancel at any time:
 - Full refund: if cancelled seven or more calendar days before the session.
 - No refund: if cancelled less than seven days before the session.
- Access to the building for sessions outside opening hours will be arranged either by:
 - Providing the door codes, or
 - Having a Centrepoint Member meet the renter to open the building.
- Rental agreements and invoices are handled by the Treasurer (treasurer@centrepoint.ch) or their deputy. Renters should check their invoice carefully and report any errors or omissions promptly.

6 Contact

For all rental enquiries, please contact treasurer@centrepoint.ch