

## 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 organisationsthat 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 Centrepont's **Facilities Usage Policy**.
- Once payment is received, Centrepont 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 Centrepont Member meet the renter to open the building.
- Rental agreements and invoices are handled by the Treasurer ([treasurer@centrepont.ch](mailto:treasurer@centrepont.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@centrepont.ch](mailto:treasurer@centrepont.ch)