



## Mesa County RSVP, Inc.

422 White Ave., Suite 090  
PO Box 1077  
Grand Junction, CO 81502

Phone: 970-243-9839  
Fax: 970-245-4808  
office@rsvpgrandjunction.org  
www.rsvpgrandjunction.org

### RSVP Meeting Room

#### Room Usage Guide

Our Meeting Room was donated by US Bank and is available to other organizations for a small fee. We have seating and tables for up to 24 people. The room includes a dry erase board, a projector screen, and a kitchenette with a small sink.

**Room use policy:** Room availability varies and must be reserved in advance through our Office Manager.

Below are the available plans for the use of the room:

#### ◆ Usage Plan A:

- **Cost per Day:** Member Agencies - \$5; Non-Member Agencies - \$15; For-Profit Business - \$25
- **RSVP provides:** The room, WiFi access, coat rack, projector screen, white board, tables, chairs, microwave, drinking water, 12 cup coffee pot, 12 cup hot water pot, vacuum, sink and cleaning supplies.
- **Agency/Business provides:** All necessary supplies for the meeting/training, including but not limited to paper products, plates, flatware, coffee, beverages, food, ice, etc. Agency/Business sets up and cleans up the room.

OR

#### ◆ Usage Plan B:

- **Cost per Day:** Member Agencies - \$25; Non-Member Agencies - \$35; For-Profit Business - \$50
- **RSVP provides:** The room, WiFi access, coat rack, projector screen, white board, tables, chairs, microwave, drinking water, vacuum, sink and cleaning supplies.
  - Coffee for up to 30-cups of regular coffee, a 12-cup pot of decaf coffee (if requested), 12 or 30 cup hot water for tea, and drinking water.
  - Disposable plates and cups, napkins, paper towels, flatware, creamer, sugar, no-calorie sweetener, tea bags, stirrers, etc.
- **Agency/Business provides:** Other beverages, ice, food, etc. for their meeting and cleans the room, tables, countertops, microwave, carpet, coffeepots, etc. after use. Agency/Business sets up and cleans up the room.

#### ◆ Media Equipment/Access Available: PowerPoint projector and/or laptop computer.

- **Cost per Day:** Member Agencies - \$5; Non-Member Agencies - \$10; For-Profit Business - \$15

#### General Rules:

- ◆ Agency reserving the room can set up the tables and chairs in any configuration they want but need to put the tables and chairs back in the original layout when done.
- ◆ RSVP will provide a clean room and any agency using the room is responsible for leaving the room as clean as they found it (including carpet, tables, countertops, coffeepots, etc.)
- ◆ For more information or room availability, contact the **RSVP Office at 970-243-9839.**

**If you are interested in using our Meeting Room, you MUST fill out and submit the attached Room Use Application form. We will notify you if the room is available for your use.**

RSVP Office Use Only:	Room Available?	Room Use Approved?	Fee Paid?	Room Cancelled?	Cancellation Notice Given Five Days in Adv.?	Fee Refunded?
_____	_____	_____	_____	_____	_____	_____



**Mesa County RSVP, Inc.**

422 White Ave., Suite 090 Phone: 970-243-9839  
 PO Box 1077 Fax: 970-245-4808  
 Grand Junction, CO 81502 office@rsvpgrandjunction.org  
 www.rsvpgrandjunction.org

## Meeting Room Use Application

**Application Date:** \_\_\_\_\_ **Meeting Date:** \_\_\_\_\_ **Start/End Time:** \_\_\_\_\_

**Meeting Purpose:** \_\_\_\_\_ **Est. Number Attending:** \_\_\_\_\_

**Agency Name:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

**Agency Address:** \_\_\_\_\_

**Agency Phone:** \_\_\_\_\_ **Agency Fax:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Are you a RSVP Member Agency?** \_\_\_\_\_ **Are you a 501(c)3?** \_\_\_\_\_

**Usage Plan A:** Member \$5 \_\_\_\_\_ Non Member \$15 \_\_\_\_\_ For Profit Business \$25 \_\_\_\_\_

**Usage Plan B:** Member \$25 \_\_\_\_\_ Non Member \$35 \_\_\_\_\_ For Profit Business \$50 \_\_\_\_\_

Plan B beverage request: How many Servings: Coffee \_\_\_\_\_ Hot Water \_\_\_\_\_

**Media Equipment Needed (See Room Usage Guide for Costs):**

Wireless Internet Access: \_\_\_\_\_ Power Point Projector: \_\_\_\_\_ Laptop Computer: \_\_\_\_\_

**How will you pay for the room use?** (Payment is due in advance.) Enclosed Check: \_\_\_\_\_ Invoice Us: \_\_\_\_\_

We will refund all but \$5 of the fee with a minimum of a five-business day cancellation notice.

Item	Number of Items	Cost Per Item	Total Per Item
<b>Total:</b>			

**Cleaning Check list:** Cleaning the room includes, but is not limited to:

- Wiping down the training tables
- Wiping down the countertop and sink
- Putting stuff away in the kitchenette
- Cleaning the microwave
- Vacuuming the carpet
- Putting the tables back in the original configuration
- Pushing the chairs up to the tables
- Cleaning out the coffeepots