



Room Use Agreement: Child Care Solutions

Child Care Solutions offers community space and training rooms for eligible organizations. Use of the facility is subject to availability, staff coverage, and the policies below.

Eligibility, Reservations & Use

- **Eligible groups:** Nonprofit organizations, child care providers, civic groups, and for-profit businesses may request space. Nonprofit/member rates may require proof of 501(c)(3) status.
- **Permitted use:** Rooms are for meetings, training, workshops, retreats, and professional gatherings. Private social parties, direct retail sales events, and activities that disrupt business operations are not permitted.
- **Reservations:** Requests must be submitted at least 2 weeks in advance and are first-come, first-served, provided they do not conflict with Child Care Solutions programming. Organizations may use meeting rooms up to 6 times per calendar year.
- **Insurance:** Organizations must provide a Certificate of Insurance for general liability with \$1,000,000 limits, naming Child Care Solutions as Additional Insured and agree to indemnify and hold harmless Child Care Solutions.

Facility Guidelines

A representative age 18 or older must remain onsite for the full event. Children must be actively supervised. No smoking/vaping, weapons, open flames, diffusers, glitter, confetti, dust/debris-producing materials, or pets other than service animals are permitted.

Decorations require prior written approval and may not be attached with tape, nails, or thumbtacks. Staff will not accept deliveries; a representative must be present to receive materials or catering.

Arrival, Departure & Cleanup

Representatives should arrive 30 minutes early to check in and test AV equipment.

Concluding the event, rooms must be returned to their original condition, with tables/chairs reset, food and decorations removed, surfaces wiped, and the Final Inspection Checklist signed by the representative and Child Care Solutions staff before departure.

Rooms, Technology & Fees

- **Hours:** Standard hours are 8:30 a.m.–4:30 p.m.; evening or weekend use is reviewed case by case and depends on staff availability.
- **Technology:** Wireless Internet and Smart Board are available; whiteboard and Chromecast are available upon request.
- **Minimum reservation:**
- **Rates:** Nonprofit partnering organizations and CCS members have no daily rate. General community groups or small private trainings: \$50 daily rate. For-profit businesses or large corporate retreats: \$125 daily rate.
- **Food-related maintenance fee:** Required when food is involved: \$50.00
- **Damage:** Organizations are responsible for significant damage to the facility, furniture, or equipment. Costs exceeding any deposit will be invoiced and due within 30 days.

Cancellations

- **Child Care Solutions cancellation:** Child Care Solutions reserves the right to cancel reservations at any time and will notify the organization as soon as possible.
- **Organization cancellation:** Organizations must notify Child Care Solutions at least 5 business days before the reserved date if they need to cancel.
- **Services:** Child Care Solutions provides the space and listed accessories only and does not provide event planning, catering, food preparation, copying, faxing, or other administrative services.

Designated Signature

Date

Executive Director/Owner

Date

To reserve a room, sign and return this form to ccs@childcaresolutionscny.org.