

Membership & Rental Terms and Conditions

3419 MEI

<p>Regular Membership</p>	<p>\$60.00 / Month</p>	<p>Regular Membership Includes:</p> <ul style="list-style-type: none"> • Non-exclusive right to use the creativity room • Access to cubicles • Access to Printer (with personal code) • Wi-Fi Access • Coffee, Tea, and Water • Members get 10% discount on Conference Room Rentals
<p>Non-Profit Membership</p>	<p>\$99.00 / Month</p>	<p>Non-Profit Membership Includes:</p> <ul style="list-style-type: none"> • Non-exclusive right to use the creativity room • Access to cubicles • Access to Printer (with personal code) • Wi-Fi Access • Coffee, Tea, and Water • Discount monthly billing of printer copies up to 2 member holders, 10% discount on conference room rentals.
<p>Daily Pass</p>	<p>\$99.00 / Month</p>	<p>Daily Pass Includes:</p> <ul style="list-style-type: none"> • Access to the creativity room • Access to Printer • Coffee, Tea, and Water
<p>Creativity Room</p>	<p>\$100.00/hr **More than 3 hrs, the price will be quoted**</p>	<p>Creativity Room Includes:</p> <ul style="list-style-type: none"> • Coffee, Tea and Water • Members receive 10% discount from exclusive rates.
<p>Innovation Conference Room</p>	<p>< 3 hrs = \$45.00/hr > 3 hrs = \$200.00 > 8 hrs = \$400.00</p>	<p>Set-Up Options are:</p> <p>Chairs only – Up to 29 people Classroom Style – Up to 20 people Custom Option</p> <ul style="list-style-type: none"> • Access to Coffee, Tea, and Water • Access to Audio & Visuals
<p>Serenity Conference Room</p>	<p>< 3 hrs = \$50.00/hr > 3 hrs = \$300.00 > 8 hrs = \$400.00</p>	<p>Set-Up Options are:</p> <p>Chairs only – Up to 20 people Classroom Style – Up to 14 people Custom Option</p> <ul style="list-style-type: none"> • Access to Coffee, Tea, and Water • Access to Audio & Visuals

Service:

Total:

Set-Up Style:



3419 W Forest Home Ave
 Milwaukee, WI 53215



(414) 383-4633



soler@multiculturalinstitute.com

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Scheduling and Cancellation

- Conference room reservations require 7-day's advance notice. Any reservation canceled in less than 48 hours is subject to a \$79.00 late cancellation fee. Members have 24 hours to cancel a reservation.
- When reserving a conference room, a nonrefundable deposit of 15% for the venue is required. Members can reserve the space without a deposit, yet cancellation fees apply.

Room Set-up

- If you require a specific room setup, please ensure that such setup is sent to the office 48 hours in advance. Otherwise, you are to leave the room in the same way you found it.
- When moving furniture, you are responsible for any damages to the floor or the furniture and you agree to hold 3419 MEI LLC and MEI, Inc harmless from any physical damage caused to yourself or a person attending the event.

Audiovisuals

- Rental includes the use of audiovisual equipment and access to the internet*. TVs require an HDMI Connection. If your computer does not provide such a connection, please let us know so we can make arrangements form. * Note that 3419 MEI depends on a third party to offer internet service and has no control over outages. We encourage you to plan accordingly.
- Rental includes coffee, tea, and water self-service. Let us know if any supplies are low at any time. A team member will be monitoring the area regularly.

Cleanliness and Service

- All garbage and/or recyclables must be placed in the proper receptacles. Any rooms left with cups, food, or garbage on the tables, floor, or common areas will be subjected to a minimum \$100.00 cleaning fee* place must be left in the manner it was found. Cleaning fee will also apply for events longer than 3 hours.
- Please, do not set on study tables paint, chemicals, or any similar, materials on the premises without protecting the area and/or furniture.
- If there is a spill, damage to furniture, missing supplies, or missing restroom paper/napkins, please notify the staff immediately during office hours. If you are using the facilities during off hours, please contact (414) 699-5723.
- If there is a life-threatening situation, please call 911.

Security

- The facilities are fully monitored, and cameras are rolling 24/7. You and your attendees provide permission to be videotaped when you enter the premises.

Please ensure that before starting your event, all participants are familiar with bathrooms, exit locations and extinguisher locations. Rooms are equipped with smoke detectors.

Client Signature

Date

3419 MEI Employee Signature

Date



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