



HOSPICE OF NORTH IDAHO

Your Local Community
Hospice Since 1981

Room Reservation Request

Hospice of North Idaho welcomes you to our campus. Our campus provides a platform to support physical, mental and emotional wellbeing, especially when related to hospice topics. Our community rooms support a caring, compassionate future for our community.

Availability & Capacity

Request rooms at info@honi.org or (208) 772-7994. Rooms can be requested for weekdays 8:00 AM to 5:00 PM, weeknights & weekends: call for availability (includes *30 minutes for set up and take down). Mountain West Community Rooms can be combined to offer 2,800 square feet - seating approximately 200 people and up to 300 standing. Reservation minimum is 3-hours for combined rooms.

Rates and Selection

Accommodation may be offered for a minimum donation of \$25 to nonprofit groups holding business meetings for 2-hours or less, from 8:00 AM to 5:00 PM weekdays (including setup and takedown) with 50 attendees or less.

	Room(s)	Capacity	Weekday Rate	Outside of business hours	Rate Totals # hrs x \$ rate = subtotal
<input type="checkbox"/>	Mountain West 1	16-40	\$25/hr	\$50/hr	
<input type="checkbox"/>	Mountain West 2	24-60	\$25/hr	\$50/hr	
<input type="checkbox"/>	Mountain West 3	50-100	\$50/hr	\$100/hr	
<input type="checkbox"/>	Compass Room	12-20	\$25/hr	\$50/hr	
<input type="checkbox"/>	Board Room	4-10	\$25/hr	\$50/hr	
<input type="checkbox"/>	Patio (renter provides furnishings)		\$50/hr	\$75/hr	
<input type="checkbox"/>	Prep Kitchen: range oven, sink, dishwasher		\$50/event		
<input type="checkbox"/>	*Additional set up time (if more than 30 min.)		@ half of hourly rate		
Total Due					\$
Payment Received on: ___/___/___ <input type="checkbox"/> check <input type="checkbox"/> credit <input type="checkbox"/> cash					

Event Information Describe your event:

Organization Name:	Address:
Event Contact Name:	Phone:
Email:	Event Date:
Event Title:	Start Time:
Number of Guests:	End Time:
Each rental includes 30 minutes setup and takedown, within available open hours, described above.	

Include at No Charge

<input type="checkbox"/> Large screen display	<input type="checkbox"/> Hospice laptop (recommended)
<input type="checkbox"/> Wireless microphone or <input type="checkbox"/> Lapel mic	<input type="checkbox"/> Podium
<input type="checkbox"/> Easels (# ___ of 4)	<input type="checkbox"/> Coat Racks (# ___ of 2)
<input type="checkbox"/> Rectangular tables 2.5' x 5' (# ___ of 20 available)	<input type="checkbox"/> Receiving/sign-in table
<input type="checkbox"/> Water <input type="checkbox"/> Regular Coffee <input type="checkbox"/> Decaf Coffee	<input type="checkbox"/> Chairs (# ___ of 200 available)

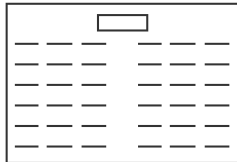
Room Arrangement

Select from styles provided or describe desired arrangement. Chairs and rectangle tables are provided. Indicate where any additional check-in, resource or refreshment tables would be needed.

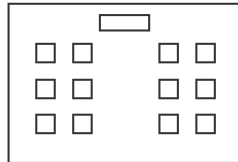
Note that theatre arrangements allow for maximum seating. Larger rooms may be needed for other configurations. Below, choose or draw your arrangement. Additional 3-room layouts are available by request. The Board Room is set up with one large table and chairs and is not arrangeable.

Choose an Arrangement:

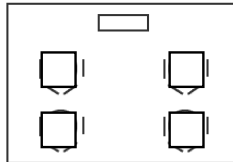
Or draw your own, below:



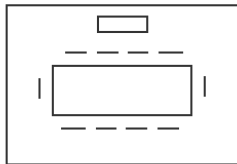
Theatre



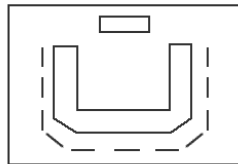
Classroom



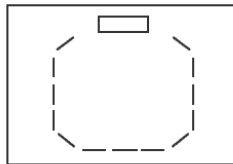
Cabaret



Boardroom



U-shaped



Circle of chairs

This shape greatly restricts capacity

Important Preparation Details

1. Plan to bring your presentation on a thumb drive or load from a cloud-based location. To best connect with our audio-visual equipment, use of our laptop is recommended.
2. Arrange a time during business hours to test all presentations and audio needs. Hospice does not have onsite IT.
3. Please request your attendees to park in the south parking area behind the Community Services Building. Please be mindful of patients and families who are in our care at the Schneidmiller House.
4. Please encourage carpooling for groups over 50 people.
5. Convey that this is a nonsmoking campus and other important items on the attached Statement of Understanding.

Pricing Agreement

Payment is due at time of final reservation. No-shows or cancellations made with less than 7 days' notice may incur a cancellation fee equal to one hour of rental fee.

Requesting Event Contact's Signature

Date

Hospice of North Idaho Staff Contact
Phone: (208) 772-7994

Date

Hospice of North Idaho Staff Contact Email: _____

Please return with applicable payment and the signed Statement of Understanding.

Revised 7/3/2019



HOSPICE OF NORTH IDAHO

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Statement of Understanding

Return this page, signed, with your Room Reservation Request and payment. **Please keep a copy for your reference.**

1. Smoking is not permitted on the Hospice of North Idaho (Hospice) premises at any time – inside the buildings or outside areas.
2. Event parking is allowed south and east of the Community Building. Schneidmiller House parking is RESERVED for patient guests.
3. Facility users bringing in food or having food dropped off:
 - o All tables and chairs must be wiped clean of any spills or food residue.
 - o All cardboard boxes must be broken down and all recyclables placed in identified containers.
4. Proper licenses and permits (<https://www.isp.idaho.gov/abc/>) are required to serve alcohol. Beer, wine and champagne are the only types of alcohol allowed. NO underage drinking permissible.
5. Insurance: Public events and any events serving alcohol may require a Certificate of Insurance with Hospice of North Idaho listed as additionally insured. Private meetings do not require insurance.
6. The use of nails, screws, tacks or other fasteners is strictly prohibited on any wall, door, ceiling or other surface. Painters tape is allowed to affix decorations. The use of smoke/fog machines, confetti, sequins or tinsel is prohibited. Facility users are responsible for cleanup and removal of all decorations.
7. All spaces should be left in a tidy and orderly condition. Any excessive cleaning will be billed at \$50 per hour; damages requiring repair will be billed as necessary.
8. Events and meetings must end at the scheduled time and premises vacated within 30 minutes after end of event. Additional charges may apply for events that run over the scheduled time.
9. Audio/Visual Technology – Hospice does not provide any onsite technology support during the event. Users may schedule a technology walk thru prior to event if desired. If technology support is required, the user may schedule support from *Intermax* at a rate of \$100.00/hour with a 1-hour minimum charge.
10. All guests should be respectful of surrounding neighbors and keep outside noise to a minimum.
11. The facility user who signed the contract will be held responsible for the conduct of their guests. The signer accepts responsibility for the meeting room condition including the repair or replacement of damaged or missing equipment and/or facilities.
12. Hospice of North Idaho reserves the right to end any event or facility use if these rules and guidelines are not followed.
13. Our indoor furniture is not permitted on the patio due to damaging.

I have read and will comply with Hospice of North Idaho's facility use guidelines:

Facility User's Signature _____ Date: _____