

Always In Stitches
1808 East Conner Street
Noblesville IN 46060
317-776-4227
www.alwaysinstitches1.com

NOT FOR PROFIT Classroom Contract

We appreciate your interest in meeting at our facility. Prior to reserving a classroom, please be aware of the following:

- This contract must be complete and turned in before a room will be reserved for your group.
- We schedule all our events several months in advance and our rooms fill quickly. We need at least 30 days notice for all events when possible.
- As a courtesy, we offer our classrooms at no charge. Upon approval events are scheduled in our available classrooms on a first come first served basis. Assigned rooms may be changed at our discretion.
- All events must be scheduled during our regular business hours. All events will begin no earlier than 10:30am and must end no later than 30 minutes before closing time.
- The person signing this contract will be the only contact from the group that may make any changes details regarding this event.
- Whenever possible, we ask for at least one week notice if your event is cancelled.
- When you are using our classrooms for your not-for-profit group nothing may be sold

The day of your event the following things are helpful:

- Plan to arrive 30 minutes prior to the start of your event to set up your classroom area. Our staff is not available to assist with set up. Some chairs and tables are available for your use.
- If you provide food items, they must remain in the classroom area and may not be served from any cutting or ironing surfaces.
- You are responsible for cleaning up your classroom area after your event is finished. This includes:
 1. Sweeping the floor
 2. Putting all trash in the trash can provided
 3. Clearing all tables and chairs of any debris and returning them as you found them
 4. Return any borrowed items from our supplies
 5. Unplugging all electrical appliances
 6. Cleaning the table surfaces and chairs with the supplies we provide

NOTE: One of the managers from our shop must approve the area before you leave.

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NOT FOR PROFIT Classroom Use Contract

Date Submitted: _____

Group or Event Title: _____

Date Requested: _____

Begin Time (no earlier than 10:30 am): _____

End Time (no later than 30 minutes before closing) _____

Is this group interested in a meeting in our classroom on a regular basis? _____

Please list the exact dates, with times, you are requesting:

Group or Event Description so we can better accommodate the needs of your group with the right space:

Number of guests expected: _____ Will you be using sewing machines: _____

Main Contact Name: _____ Phone: _____

Main Contact Email: _____

Please submit this form via email to: Sandy@alwaysinstitches1.com

FOR OFFICE USE

Event approved: _____ Added to Calendar: _____