

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 30 minutes after we open and end 30 minutes before we close.
- The person signing this contract will be the only contact from the group that may change details regarding the usage of the room.
- Whenever possible, we ask for at least one week notice if your event is cancelled. It is your responsibility to notify those expected to attend your event of any changes.
- Unless you indicate otherwise, we may include your event in our calendar published online and in our newsletter. Initial HERE if you DO NOT want your event public: _____

The day of your event the following things are helpful:

- Plan to arrive 20 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. Emptying the trash cans
 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

Please have a member of our staff check the area before you leave.

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Date Submitted: _____

Group or Event Title: _____

Dates Classroom use requested: _____ Day of week: _____ Time: _____

Is this group interested in a meeting in our classroom on a regular basis? _____ If so please explain when:

Group or Event Description (for our schedule and web page):

Number of guests expected : _____

Main Contact Name: _____ Phone: _____

Email address: _____

FOR OFFICE USE

Event approved: _____ Added to AIS online schedule: _____

Added to AIS master calendar: _____