



Conference Room Rental Agreement

Need a professional space for your next meeting, training, workshop, or planning session? The conference room at the Legacy Wellness Center is available for booking.

Located in Albany's historic Harlem District, the conference room offers comfortable seating, built-in presentation and virtual-meeting technology, and a clean, professional setting designed for focused work and meaningful conversation.

Conference Room Rate	\$75 per hour \$100 security deposit (100% refundable post event if the lessee adhered to the terms of the rental agreement)
Minimum Rental	2 hours
Available Hours	Monday – Sunday, 7:00 AM – 7:00 PM
Overtime	\$50 an hour after the 30-minute grace period

First two hours free for Tenants of LWC. No security deposit required.

Conference Room Features

- One 100-inch television with Logitech web camera and microphone capability for presentations and virtual meetings.
- WIFI with high-speed fiber optic internet.
- Wireless keyboard and mouse.
- HDMI connectivity and screen-mirroring capability.
- 168-inch x 42/48-inch conference table with breakout capability for six.
- Additional 6- to 8-foot tables, approximately 2 to 3 feet wide, available for breakout or classroom-style arrangements.
- 18 conference room chair, additional seating available upon request.

Rental Terms

- The conference room is available for meetings, trainings, workshops, planning sessions, and similar professional or community purposes.
- The minimum rental period is two (2) hours.
- Rental hours are available between 7:00 AM and 7:00 PM. The contracted rental period must include all setup, meeting/event, and cleanup time.
- The Lessee is responsible for leaving the conference room and any used equipment, tables, and chairs in the condition in which they were found, failure to adhere will forfeit security deposit.
- If the Lessee's meeting or event extends beyond the rental end time listed in this agreement, a \$50 fee will be charged for each hour following the 30-minute grace period.
- Additional time is subject to room availability and does not automatically extend the reservation unless approved by Legacy Wellness Center.

Event Information

Lessee / Organization	
Contact Person	
Address	
Email	
Phone	
Event / Meeting Type	
Date of Event	
Rental Time	From _____ AM / PM To _____ AM / PM
Number of Attendees	

Equipment & Room Setup

Requested setup / equipment:

Table Configuration	☐ Conference ☐ Classroom Breakout ☐ Other: _____
Chairs	☐ Roller ☐ Folding Quantity requested: _____
Technology	☐ 100-inch TV ☐ HDMI ☐ Screen Mirror ☐ Camera/Mic
Special Requests	

Facility Rental Policies

By signing this agreement, the Lessee agrees to comply with the following policies and any reasonable instructions provided by Legacy Wellness Center staff:

1. The proposed use must be of a size and nature that will not risk damage to the facility, equipment, furnishings, or other property and must comply with applicable fire, safety, and occupancy requirements.
2. The Lessee is responsible for all expenses associated with the meeting or event, including catering, decorations, supplies, and removal of materials brought into the facility.
3. No smoking or vaping is permitted inside the facility.
4. No decorations, nails, tape, adhesives, or other materials may be attached to walls, ceilings, floors, furniture, or equipment without prior approval.
5. The Lessee may not move, remove, alter, or disconnect facility equipment or technology except as permitted by Legacy Wellness Center staff.
6. The Lessee is responsible for proper use of the conference room, tables, chairs, technology, and other provided equipment.
7. All food, trash, personal belongings, decorations, and event materials must be removed at the conclusion of the rental period unless otherwise approved.
8. Setup, breakdown, and cleanup must occur within the contracted rental period.
9. The Lessee is responsible for any loss or damage to Legacy Wellness Center property, furnishings, equipment, or technology caused by the Lessee or members of the Lessee's party. The Lessee agrees to reimburse the facility for documented repair or replacement costs.
10. Legacy Wellness Center reserves the right to end a rental if the facility is used in a manner that creates a safety concern, violates this agreement, or materially disrupts facility operations.

Noise Restrictions: Lessee shall always maintain reasonable noise levels and shall not disturb or interfere with LWC operations or neighboring tenants. Loud music, amplified sound, shouting, or other disruptive activities are prohibited. LWC reserves the right to require the Lessee to reduce noise levels or end the rental for continued violations.

Payment & Reservation

Conference room rental rate: \$75 per hour. Two-hour minimum. Any approved rental time beyond the contracted end time is subject to a \$50 fee for each hour after the 30-minute grace period. All fees must be paid at the time reservation is made. No shows or cancellations without 48 hours advance notice are non-refundable. Reservations cancelled in advance of 48 hours will be refunded 100%.

Payment method / reservation terms:

Rental Rate	\$75/hour	
Minimum Rental	2 hours	
Estimated Rental Total	\$ _____	
Amount Paid	\$ _____	Date: _____

Acknowledgment & Agreement

The undersigned acknowledges that they have read and understand the terms of this Conference Room Rental Agreement and agree to comply with the rental terms, facility policies, and any approved event requirements. The Lessee accepts responsibility for the conduct of attendees and for the proper care of the rented space and provided equipment during the rental period.

Lessee Signature:

Date:

Printed Name:

Title:

Legacy Wellness Center Representative:

Date:

Notes / Special Conditions:

Notes/special request
