

Board Room Agreement

We, _____ hereby request the use of the Arizona State Retirement System (ASRS) 10th floor Board Room for use on _____ during the hours of _____.

By signing this agreement, we agree to adhere to the following:

- The ASRS reserves the right to use the board room at any time, but will make every effort to notify the user as much in advance as possible.
- After use the 10th floor board room, we accept full responsibility for returning the board room to its original condition.
- This agreement is for the use of the board room only. **Note:** Access to adjoining sitting room and lunchroom is prohibited.
- This agreement does not include use of any of the ASRS equipment (e.g., coffee makers, electronic equipment, white board, projection screens, etc.)
- Usage fee is \$75.00 per day based on an 8-hour day. Use for less or more than 3 hours will be prorated per hour, with a minimum charge of 4 hours or \$37.50.
- Use of the boardroom is limited to business hours only (8:00am – 5:30 pm).

We agree to the above stipulations and understand that if any of these are not upheld, our organization will be refused the right to all future access to the ASRS 10th floor board room.

A copy of this agreement will be maintained on file by the Arizona State Retirement System.

By: _____ Date: _____
Tenant Signature

By: _____ Date: _____
ASRS Signature