

The Arc of Indiana County
Conference Room Rental Agreement

Rental availability depended on the schedule of current Arc programs, events, and meetings.



Contact Name: _____

Company/Organization/Agency: _____

Email: _____

Phone: _____

Rental Dates: _____

Rental Times: _____

- Room Rental availability: Monday through Friday, 8:30 am to 5:00 pm.
- After 5:00 pm and weekends, availability depends on the Arc staff's availability.
- Rental Fee(s):
 - 1-3 hours \$50 one-day rental
 - After 3 hours \$100 one-day rental

This signed rental agreement, along with full payment, is due on the day of the rental.

A 24-hour cancellation notice is required to receive a refund of rental fees.

The Arc provides beverages and snacks, with donations accepted. You may also bring your own. Please notify us of your preference and set up needs before the rental. Tables can be folded down and moved to accommodate various room layouts.

We kindly ask that all parties clean up after use.

Payment can be submitted by check to the Arc of Indiana County and sent to 120 N. 5th Street, Suite 2, Indiana, PA 15701, or online on our website

<https://arcindiana.org/donate/>

- I have read and understand all rental terms and conditions from the Arc of Indiana County.

Signature: _____ Date: _____

Arc Approval: _____ Date: _____