

Historic Saranac Lake
Building Use

The Saranac Laboratory building is owned by Historic Saranac Lake, and use by others is at our sole discretion.

Building Use Policy:

- * The John Black Room and serving kitchenette facility at the Saranac Lab are available for use by non-profit and for-profit groups, and for rental by individuals for private gatherings. Explicitly political groups are excluded from using the facility.
- * Groups, individuals, and friends and members of Historic Saranac Lake seeking to use the John Black room and facilities at the Saranac Lab must fill out a Meeting Room Use Form and pay the required fee in advance.
- * The space may be arranged to meet the needs of the gathering, but it must be returned to the original set-up. The John Black Room and kitchenette should be left as it was found. Chairs and tables are to be folded and cleared to where they were found.
- * Historic Saranac Lake is not responsible for accidents, injury, or loss while using the meeting rooms. Organizations holding meetings assume responsibility for damage to room or contents. Regular users and those with liability insurance, must have Historic Saranac Lake listed as “named insured” on their liability policies.
- * Health Department regulations state that organizations may use the kitchen to prepare food only for their own members, not for the public.
- * The Executive Director has the discretion to negotiate reduced rates for groups who will be using the room on a regular basis.
- * Failure to comply with all meeting room policies will result in loss of meeting room privileges.
- * If a HSL Board of staff member will not be available to open and close the building, a key will be issued for use of the meeting room during hours when HSL is not open. The key must be returned to HSL within a week of the event either by dropping it off during office hours or returning it by mail.

Building Use Fees:

	<u>under 3 hours</u>	<u>3 hours – full day</u>
Non-profit group meeting:	\$70.00	\$80.00
Any other group meeting:	\$80.00	\$90.00

Space to be left as found, or clean-up fee charged: \$20.00

Failure to return key: \$20.00

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Building Use Form

Please fill in the form completely.

Group name:		
Profit <input type="checkbox"/> Non Profit <input type="checkbox"/>		
Contact person:	Phone (H)	Phone (W)
Second contact person and/or local contact:	Phone (H)	Phone (W)
Address of organization:		
Purpose of meeting:		
Date of meeting		
Reserved time, including set up and clean up:		
Do you have liability insurance? If so, is HSL named on your policy?		
I have read and fully understand the rules (one the reverse side) on use of the John Black Room and adjoining kitchenette.		
Signature of responsible party;		Date:
Signature of HSL employee:		