

Homestead Inn & Suites

PO Box 923

Hardin, MT 59034

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Meeting Room Policies:

Homestead Inn & Suites welcomes the use of our breakfast room for meeting purposes in accordance with the following rules and procedures. Permission to use the room will not be denied to any group or individual because of race, religion, color, sex, national origin, marital status, age, sexual orientation or disability. Homestead Inn & Suites is a privately owned property. Use of the Homestead Inn & Suites meeting room by any group signifies acceptance of the terms of this policy.

Reservations:

Reservations are on a first-come/first-serve basis and can be made up to three (3) months in advance, but all reservations must be made 48 hours in advance unless approved by the Homestead Inn & Suites Manager, or desk staff on duty. The Meeting Room Application Form must be completed and signed. Requests will also be accepted on-line. Homestead Inn & Suites must confirm all reservations before they are valid.

The Manager, and by delegation, the Desk Staff are responsible for implementing and interpreting the rules.

The use of the meeting room and the scheduling of the use of the meeting room is subject to the needs of the Homestead Inn & Suites and may not interfere with operations or other guests.

Categories of persons/groups:

Guests or a group of guests that have rented 3 or more rooms may reserve the meeting room free of charge. Up to 10 non-motel guests may join them. If 11 or more non-motel guests are present, commercial rates apply.

Non-profit and similar groups may use the room free of charge.

Commercial groups (defined as one or more people selling any service or product) may rent the room at the discretion of the management.

Employees of the Homestead Inn & Suites may use the room free of charge if accompanied by fewer than 10 non-guests. If 11 or more non-motel guests and/or non-employees are present commercial rates apply.

Non-guests may rent the meeting room at the discretion of the management.

Usage:

The meeting room is available 7 days per week between the hours of 1:00 p.m. and 10:00 p.m. The meeting room shall be restored to its cleaned condition with furnishings as they were, by the group using the room 15 minutes prior to vacating the room.

Occupancy of the meeting room is limited to no more than forty (40) people.

The meeting room shall NOT be used for the following purposes:

- * political purposes to support or defeat a ballot issues, or a candidate.
- * weddings, children's birthday parties, dances or a similar activities.
- * health care services, hand-on demonstrations or similar uses unless a wavier has been obtained from Homestead Inn & Suites.

No usage of the room shall be advertised or allowed in a any manner that implies the Homestead Inn & Suites endorses the group using the room or its purpose.

The meeting room may not be advertised for use until the meeting room reservation is confirmed.

The meeting room shall not be used in a manner or for any purpose that has the potential to disturb other guests.

Only Service Animals will be allowed in the room.

Homestead Inn & Suites is a handicap accessible property; however, any special needs of any group requiring additional handicap services, materials or equipment is the responsibility of the group.

Homestead Inn & Suites does not set up or arrange furniture or equipment in the meeting room. If the room users change the arrangement of furniture, the group or customer must return the furniture to the original arrangement before leaving the room.

Furniture or equipment from the lobby or main areas of the Homestead Inn & Suites may not be moved into the meeting room. Any equipment brought to the meeting must be promptly removed at the end of the meeting.

A group or customer may not store furniture, equipment, supplies or personal effects in the meeting room before and after use.

A group or customer may not affix tape or fix with an adhesive any item to any part of the meeting room, including a wall, the door, window treatment or woodwork.

Homestead Inn & Suites does not provide audio, video or other equipment other than that which is already installed in the room. Additional folding chairs and tables may be available upon request.

Meeting room doors must be unlocked at all times and open aisles must be maintained with the seating arrangement to provide clear access to exits.

The group or customers of the group must use the main building entrance to enter and exit the meeting room, including all deliveries.

Chairs or furniture may not be placed outside the meeting room.

Fees:

When applicable, the daily fee for rental of the meeting room shall be as follows:

1-4 hours = \$25.00, 4-8 hours = \$50.00, 8 hours, or more = \$75.00. Payment is due before the meeting room may be used.

All rental fees are non-refundable unless the room is cancelled 24 hours in advance of the rental period.

If a group fails to appear for two consecutive meetings without cancellation, all future reservations of the group are cancelled until the group reschedules.

Permission to use the meeting room may be withheld from groups that have failed in any way to comply with the Meeting Room Policy or that pose additional risks which the Homestead Inn & Suites is unwilling to accept.

Cleaning:

It is the responsibility of the guests to clean the room and to place all furnishings as found prior to the meeting. A vacuum, appropriate cleaning rags and additional trash bags shall be provided by Homestead Inn & Suites. The floor and counter shall be free of all debris and cleaned after the room is used. Failure to comply will result in additional cleaning fees being charged.

The guest shall remove any rubbish and unwanted material.

The person responsible for the group in the meeting room reservation shall notify the desk staff when they leave.

Food:

Alcoholic beverages may be allowed only with prior approval. Smoking is prohibited throughout the entire Homestead Inn & Suites facility. Vaping is prohibited in all public areas.

Food and drink may be consumed in the meeting room; however, Homestead Inn & Suites does not have the equipment or facilities to maintain food temperatures required by the State of Montana.

Do you need a temporary food event permit? If you answer "yes" to any of the following you may need one:

- 1. Is the general public invited to the event?*
- 2. Can a person other than a member of the organization and their family member or invited guests attend?*
- 3. Have you advertised the event or sold tickets to the general public?*
- 4. Are you serving open food, open container drinks or food that requires refrigeration or to be held hot?*

Liability:

The users of the room accept financial responsibility for any and all damage caused to the building or equipment beyond normal wear. The Meeting Room Application Signatory or group will be responsible for any charges incurred by the group, including but not limited to the walls, the carpet, flooring, tiles, equipment, furniture, or caused by disturbance.

Any person or group that brings any food items in any form is solely responsible for any and all liabilities that may be associated with the use of food.

Minors (under the age of 18) must have a parent/guardian over the age of 21 chaperone at the meeting at all times. Minors are to remain in the meeting room and not wander into the lobby and/or hallways. Children must be accompanied when using the restroom facilities.

Homestead Inn & Suites assumes no responsibility for articles, personal property or equipment belonging to the users and the guests of room users that are lost, stolen or damaged. No storage space will be provided.

In unforeseen emergencies in which the Homestead Inn & Suites has to cancel a meeting the Homestead Inn & Suites will give the group with the room reservation as much notice as possible.

Homestead Inn & Suites accepts no responsibility for the personal safety of any person, either inside or outside the Homestead Inn & Suites facility.

Failure to adhere to any of the above policies is sufficient grounds for refusing further use to any group or person. Meeting room use may be terminated immediately if a public danger is perceived by Homestead Inn & Suites staff and/or if the group causes a disturbance to motel guests.

By reference, the afore stated Homestead Inn & Suites Meeting Room Policies shall become a part of the Meeting Room Application and the signatory on the Meeting Room Application accepts these policies as a condition of use.

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