

NYWIFT || New York Women in Film & Television

NYWIFT Conference Room Policy

- **Reservation Procedures**

Please email or call Executive Assistant, Rashiek Smart at rsmart@nywift.org or 212-679-0870 to check room availability. Rooms are booked on a first come, first served basis.

Payment for room rental is due at the time the reservation is made.

- **Room Cancellation**

Room cancellation is required no less than **5 business days prior to the event date.**

Failure to notify Rashiek at rsmart@nywift.org or 212-679-0870 may prevent the renter's future use.

- **Key Access**

If a key is needed by the renter, the renter is fully responsible for that key. If the key is lost, the renter will be charged a **\$50** replacement fee. Please ask Rashiek for key directions if needed. Please make sure to pick up keys only during office hours Monday-Friday, 10am-6pm, not when your event starts.

- **Room Set Up**

The renter is responsible for returning the conference room to the same condition it was in prior to renting. This includes returning tables and chairs to pre-event order and proper disposal of all trash.

- **Food and Beverages**

Food and beverages are allowed in the conference room. Renters are welcome to use NYWIFT's coffee machine as well as water and water jugs in the kitchen. Any food will need to be provided by the renter. Food already in the fridge is not for renter's use.

- **Technology**

If your meeting requires a laptop, you must supply your own. NYWIFT has capability to connect our flat screen television to most laptops by HDMI cable. NYWIFT also provides access to their Blu-ray DVD player. Instructions for using will be available from Rashiek, rsmart@nywift.org. The conference room also has available wifi.

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- **Smoke-Free Building**

The NYWIFT conference room and office is a smoke-free environment. Event attendees desiring to smoke should be directed to the front of the building on 39th Street.

- **Damages**

The renter will be held financially responsible for any damage to NYWIFT property incurred while renting the conference room.

- NYWIFT is not responsible for the renters' or their guests' personal property. It is the sole responsibility of each person entering the facility to be responsible for all belongings.

- The renter agrees to indemnify and hold NYWIFT harmless from any suit, demand or claim made against them for injury or accidental harm that may arise from the use of this space for the duration of the contract period.