



Friendship Room Key Checkout

The Friendship Room is meant for 45 or fewer people (expanded to 90 if used in conjunction with the Painters' Room). Locked cabinet to the right of the television contains cables, remote, adaptors, and laminated instructions necessary to use the television as a presentation tool. Room is to be put back to order shown on Friendship Room Layout at the end of the event. Outside food and drink are welcome; however, no alcohol and no smoking of any kind.

Name: _____

Company/Affiliation: _____

Phone: _____

Address: _____

This form is to grant user access to the Arete Friendship Room. The conference room is a community amenity and free of charge. Please be courteous and leave the space as it just was before use. User takes responsibility for any damages, cleaning, or missing accessories. Key must be returned immediately after the event to the Leasing Center. If the Leasing Center is closed, key is to be returned to the drop box outside of the Leasing Center.

Signature: _____ Date: _____

If this is an after-hours event and you need immediate assistance, please call (425) 499-2862.