



## **EAW Conference Rooms Guideline Policy**

### **1. Policies & Procedures**

The following policies are set forth for rental of the EAW conference room (s) and renter agrees to abide by these policies. The Conference Room Request Form & Contract must be signed to reserve the meeting space. Fees will be paid to the EAW Office Manager prior to the meeting date.

### **2. Available Rooms & Costs:**

EAW building located at 397 Grove Street Worcester has 2 conference rooms available for use at no fee for EAW members hosting an EAW committee meeting or function including entirely ALL EAW members.

If you are a local organization or an EAW member hosting a non-EAW event looking to rent

- Small Conference Room (seats 10) is available for a nominal fee of \$100 for 3 hours.
- Main Conference Room (seats 75) is available for a nominal fee of \$250 for 3 hours.

Fees subject to change on a yearly basis.

### **3. Room Set Up/Clean-up**

Our rooms come with tables and chairs that can be arranged to suit your event, with the flexibility to set them up as you please. We provide a projector for your presentation needs (Main Conference Room only). Upon completion of your event, we kindly ask that all tables and chairs are returned to their original setup. Additionally, we ask that any food or beverage be cleared, tables cleaned and trash be disposed in the dumpster located in our parking lot. The key for the dumpster is in the main office. Set up on the day of the event. Early set up is not available.

### **4. Approved Hours**

The room rentals are available for use during regular business hours. Monday thru Thursday 9:00 – 4:00 pm. Weekend use of the rooms is not permitted unless under certain circumstances and approved by the EAW Board of Directors.

### **5. Heating/Air Conditioning**

Room temperature settings are configured for maximum energy efficiency and are not to be adjusted or modified by the user.

### **6. No Smoking; No Alcohol**

Alcohol and Smoking is not permitted in the EAW Conference Rooms.

### **7. Parking**

Parking for room rentals is located at Immaculate Conception Church, 353 Grove St., Worcester. Bring a \$50 check made payable to Immaculate Conception Church on the day of your rental. Kindly note that in rare instances when a funeral is scheduled at the same time as your rental, Immaculate Conception reserves the right to cancel parking for that day.

**To book either of our conference rooms, please reach out to Maureen Miller at  
[maureen@eawunion.org](mailto:maureen@eawunion.org) or (508) 791-3296**