

# Conference Room Rental Information



**NineStar**<sup>®</sup>  
CONNECT

## Information

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- Rental Fee
  - NineStar Customer
    - Weekday: 8am-5pm \$150 + safety deposit
    - Weekday: 5pm - 11pm - \$175 + safety deposit
    - Weekend: 8am - 5pm - \$225 + safety deposit
  - Non-NineStar Customer
    - Weekday: 8am-5pm \$175 + safety deposit
    - Weekday: 5pm - 11pm - \$200 + safety deposit
    - Weekend: 8am - 5pm - \$275 + safety deposit
  - Business or Organization - Please contact us.
- A safety deposit of \$100 must be paid in order to secure or hold a date.
- To inquire about renting the room, availability, and questions, please contact Christa Riggs
  - [criggs@ninestarconnect.com](mailto:criggs@ninestarconnect.com)
  - 317-323-2132
- Once your rental has been confirmed, you will need to fill out our [online application](#).
- The Conference Center is available on a first come, first served basis and may be used Sunday - Saturday, 7am - 11pm
- Cancellations must be made at least ten (10) days' prior to event or 50% of deposit is forfeited.
- Key Fob can be picked up at our main office during business hours.
  - NineStar Connect, 2243 E Main St., Greenfield, 7:30am - 5:00pm Monday- Friday
- Key Fob can be used to enter the door on the west side of the building.
  - Once you are entered, you can open/close all doors using the panel by the door. (red means open)
- Additional tables & chairs, vacuum, broom, trash bags, and cleaning wipes are available in storage closet.
  - located in the southeast corner of the room
- Table cloths are NOT provided.
  - Oval tables 64" x 48" , hold up to 6 people
  - Rectangle tables are 2' x 5' (24" x 60"), hold 2-4 people depending on setup.
- In case of fire, please exit to the parking lot. In case of tornado, please gather in bathrooms and coat closet. Refer to maps in room.
- Security Deposits - Deposit will be returned assuming room is left clean and undamaged.
  - The after event check list sheet must also be completed and signed in order to receive your deposit back.

## Rules

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- **No tape, tacks, command strips or any other adhesive is to be used on the walls.**
  - **The individual signing the application is personally responsible for the facility and any damage that may occur.**
- Alcohol/Smoking Policy – Alcoholic beverages and tobacco are not allowed upon the NineStar Connect property.
- Use of candles or flame is not allowed. (sterno cans for chafing dishes are allowed)
- All youth under the age of 18 need to be supervised by an adult.
- Preparation of food is not allowed.
- The Conference Center capacity is 100.

## Audio / Visual

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- If using audio/visual equipment, please bring your own laptop that is HDMI compatible. (HDMI cord is provided)
- Instructions are located on the table in the back/west side of room.
  - To learn more about our audio/visual system before you arrive, view our [handbook](#).
- If you need help with audio/visual equipment during your event, please see below:
  - Monday - Friday 8am-5pm, call 317-323-3095 or 317-326-3131
  - Monday - Friday after 5pm, Saturday, and Sunday, call 317-326-4357

## After Event Check List

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After your event, please complete the after event check list located on the small tables on the west/back side of the conference center.

- Vacuum floors.
- Sweep kitchen floor.
- Wipe down tables in conference room and counters in the kitchen.
- Gather all trash and place in green receptable located in the storage closet.
- Replace all trash cans with new liners/trash bags. (conference room & kitchen)
- Turn off all lights and audio/visual equipment.
- Take all decorations and food with you. DO NOT leave anything in the refrigerator or freezer.
- Lock doors. (panel is located by west entrance)
- Return after event check list and key fob.

**For questions, please contact Christa Riggs • [criggs@ninestarconnct.com](mailto:criggs@ninestarconnct.com) • 317-323-2132**