



## Corporate Facility Reservation & Usage Information

Thank you for your interest in hosting an event at the Genesis PURE Frisco headquarters. The following information applies to your access and use of the facility.

### Facility Features:

The event space, equipment and internet access listed below will be provided, complimentary, by Genesis PURE Corporate. Additional items not listed below will be the sole responsibility of the host.

Hours Available	Space	Capacity	Seating	Tables	Internet	Tech Equipment
Mondays-Thursdays* 6:00PM-10:00PM	Will Call Pick-up	100 persons, maximum	Chairs (60 ct)/ Couch (1 ct)/ Love Seat (1ct)	6ft tables (2 ct)	Wired connection	Laptops** (up to 4 total)
Mondays-Thursdays* 9:00AM-4:30PM	Conference Rooms (Noni/Mangosteen)	50 persons, maximum	Chairs (50 ct)	5ft tables (15 ct)	Wired connection	Screen/Projector Laptops** (up to 4 total)

\*For other times not listed, please contact the Event Manager at [events@genesispure.com](mailto:events@genesispure.com).

\*\*Laptops are for product ordering via IBOs Virtual Back Office and/or enrollments during the event. Genesis PURE Corporate can only provide limited ordering assistance during events. Order entry forms can also be provided but must be requested at time of reservation.

### Method for Reserving Space:

- Please view the event calendar ([www.genesispure.com/events](http://www.genesispure.com/events)) to ensure no other event is currently scheduled at your preferred date/time.
- If your preferred date is open, please complete and submit an Event Request using the form found at <http://www.genesispure.com/events/add>.
- Requests **must be** submitted at least 2 weeks in advance of your preferred event date.
- Special promotion and SWAG requests should be included on the form to obtain pricing approval and ensure availability.

### Event Space Usage Policies:

- Host will need to assist with event set-up and cleanup of space and removal of trash.
- For afterhours events, doors will remain unlocked from 5:30PM-10:00PM.
- No office tours will be provided and access to internal office space is not permitted during events. In order to schedule office tours, please contact the Event Manager at [events@genesispure.com](mailto:events@genesispure.com).
- Host is responsible for providing all other furniture, IT or AV needs not included in the Facility Features above.
- Parking for all events should be directly in front, side or rear of Genesis PURE only. Please be mindful not to block or utilize parking spaces for other businesses within the same area.
- Host is allowed to provide drinks/snacks for the event; but they must assist with cleanup immediately following the event.
- Host is responsible for mixing and serving any food or drinks at their event. Genesis PURE may provide Product upon request.
- Cash can be accepted during the event.
- SWAG can be sold during the event. Please include any specific SWAG items requests in advance.
- Will Call orders for IBOs not in attendance can be picked up by other IBOs; however the order MUST HAVE the Leader's name on the shipping information.
- The host is required to send attendance estimates frequently; but must ensure that an updated estimate is sent to Genesis PURE Corporate 2 business days before the event.

# Usage Agreement

## General Terms and Conditions governing the use of Genesis PURE Corporate Facility.

1. The Facility<sup>[1]</sup> is first scheduled and utilized for Genesis PURE Corporate functions. Therefore, Genesis PURE Corporate always reserves the right to refuse rental and/or use.
2. Hosts<sup>[2]</sup> can lose the ability to reserve Genesis PURE Corporate facilities if: violation of noise guidelines, damage to space, and improper use of space or misrepresentation of an event.
3. Only the part of the building or equipment for which the request is made shall be used. Genesis PURE Corporate's staff will provide setup assistance for equipment, as requested.
4. Maximum capacity for the Facility space being used **cannot** be exceeded.
5. This Facility is smoke-free. Tobacco use, including smokeless tobacco, is prohibited indoors.
6. Nothing can be temporarily affixed to any painted surface in any area of any space. Duct tape or adhesive backing tape must not be used. Any props, equipment or other items brought into the building at the request of the host or its participants must be removed by the host upon completion of the use of the Facility.
7. Clean-up Policy: All Hosts who use the Facility will be required to assist with clean-up immediately following the event. It is the Host's responsibility to provide adequate staffing to assist with teardown and clean-up procedures.
8. Food and Beverage: Host is responsible for serving food and beverages to his/her invitees in a manner according to the law. No food or beverage should be consumed in the parking area.
9. All events must conclude at the times listed in reservation confirmations. If more time is needed for any event, it should be discussed prior to confirming use of the facility.
10. All Will Call orders must be entered by 9:30PM for any events that take place in the Will Call Space after hours.
11. Fire work or pyrotechnics are prohibited inside, outside and around the facility.
12. Damages to the facility/tables/chairs/tech: Replacement cost for chairs is \$120.00. Replacement cost for tables is \$195.00. Replacement cost for laptops is \$600.00. Any marks, dents or holes to the walls of the facility are calculated at the market rate to fix the damage.
13. Indemnity: Host will protect, indemnify and save harmless from and against all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses (including without limitation, reasonable attorneys' fees and expenses) imposed upon or incurred by or asserted against Genesis PURE Corporate or its owners by reason of **(a)** any accident, injury to or death of Hosts or loss of or damage to facility occurring on or about the facility or any common area of the facility resulting from any act or omission of Host or its employees, agents, representatives; or invitees **(b)** any failure on the part of Host or its employees, agents, representatives or invitees to perform or comply with any of the terms of this Agreement. In case any action, suit or proceeding is brought against Genesis PURE Corporate or its owners by reason of any such occurrence, Host will, at Host's expense, using legal counsel, resist and defend such action, suit or proceeding, or cause the same to be resisted and defended. Any settlement of any claim must be approved by Genesis PURE Corporate.

By submitting the Event Request, Host acknowledges having read and comprehends this Usage Agreement, and understands that this is a binding Agreement on both parties and the organizations they represent.

[1] Facility is defined as the property located at: 7164 Technology Dr., Ste 100, Frisco TX 75033.

[2] Host is identified as the renter of the Facility. Host can be an individual, group or organization.