



The Factory Space Rental Guidelines

This document is a brief review of some of the guidelines users should be aware of related to using the space at The Factory, this list is not exhaustive. If approved for an event, a license agreement will be created.

Eligibility and Access

Classroom use is open to:

- Building tenants
- WBRF Grantee organizations
- Approved external organizations delivering mission-aligned services

Inquiries

Inquiries can be made via this [form https://forms.office.com/r/Mn4Qwv6bjP](https://forms.office.com/r/Mn4Qwv6bjP)

User Responsibilities

All individuals and organizations using the classroom space are fully responsible for:

1. Setup and Breakdown
 - Users must arrange tables, chairs, and equipment according to their needs and restore the room to its original configuration at the end of the session. Users should incorporate this time into their reservation.
 - Multiple staff members may be needed depending on the size of the event.
2. Cleanup
 - Users must clean all surfaces and ensure floors are free of debris.
 - Trash must be disposed of in designated bins.
 - If food or beverages are served, all food waste and containers must be removed.
3. Damage or Misuse
 - Any damage to property or equipment must be reported immediately.
 - Users may be charged for damage or excessive cleaning

Availability

- Rentals are available Monday through Friday, 9:00 a.m. to 7:00 p.m.
- Weekend and after-hours use can be negotiated.
- We may be able to accommodate immediate scheduling requests depending on space availability. However, large events in the Gathering Space require a minimum of 4–6 weeks' advance notice to ensure proper planning and support. Additional time may be needed if the event requires a permit from the city (see below).

Permits

- Some events may require a [permit](#) from the city. A Special Event held on private property requires a permit when an event being held outside, involves the erecting of temporary structures over 400 sq. ft., involves sales of alcohol, has over 200 people and/or has the possibility to impact a Public Space to an extent that the public's use of the Public Space is significantly curtailed or impeded.

Fees

- External users will be charged a room rental fee and may need to provide a Certificate of Insurance. Additional Fees for Security and Janitorial services may apply depending on the size and timing of the event.
- A refundable security deposit may be required based on event type.

Cancellations

- Cancellations must be made at least a week in advance.

Contact

To reserve space or ask questions please email WBRF at factoryrooms@lifebridgehealth.org