

# SOUTHERN TIER INDEPENDENCE CENTER ROOM RENTAL AGREEMENT

(Please Print)

Name of Contact: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Date room requested: \_\_\_\_\_

Hours of use (include set up and clean up time): \_\_\_\_\_ <sup>AM</sup>/<sub>PM</sub> to \_\_\_\_\_ <sup>AM</sup>/<sub>PM</sub>

Purpose of use: \_\_\_\_\_

Fee Schedule (check those that apply):

\_\_\_\_\_ \$150.00 per half day (4 hours or less)

\_\_\_\_\_ \$250.00 per full day (over 4 hours or after hours)

\_\_\_\_\_ \$100.00 damage and cleaning deposit

\_\_\_\_\_ \$50.00 Coffee (Includes use of coffee maker, coffee, non-dairy creamer, sugar, disposable cups and spoons for up to 100 people)

The following items are available free of charge:

\_\_\_\_\_ Wireless Internet access

\_\_\_\_\_ Projection screen (STIC does not provide a projector or laptop)

\$\_\_\_\_\_ Total Amount Due (Payment in full is due one week prior the date of room rental.)

Checks can be made out to STIC. Please memo room rental on your payment.

This rental agreement is for use of STIC's Helen Keller Conference Room. The Helen Keller Room has tables and seating for approximately 150 people. The renter agrees to protect, indemnify, defend, save and hold harmless Southern Tier Independence Center and its Officers and Employees from any and all claims, liabilities, damages or right of action directly or indirectly arising out of the use of the facility. I agree that the above statements are true and I agree that I have read and understand STIC's General Use Room Regulations.

\_\_\_\_\_  
Signature of Rental Party

\_\_\_\_\_  
Date

# **General Use Room Regulations**

## **Conditions for use**

- STIC is not in anyway affiliated with, nor do we support or endorse the rental party's organization or program(s) solely through allowing the use of our conference room. The rental party must not state nor imply STIC's affiliation or endorsement verbally or on any written materials distributed or printed in reference to your program.
- STIC may require the renter to furnish a certificate of insurance to guarantee the conditions of this agreement or any liability incurred by it.
- Due to STIC's not-for-profit status we cannot rent to for profit business and organizations.
- Equipment problems should be reported immediately to STIC staff when detected.
- The requesting entity is responsible for cleaning the room after use. If tables and chairs have been rearranged, they must be returned to their original positions. Failure to appropriately clean the room may result in the loss of your deposit
- Federal and State Statutes, Laws and all local ordinances must be observed.
- No alcohol or drug use is permitted.
- STIC is a smoke free facility; smoking is allowed only in the designated outdoor smoking area.
- The party leasing the room shall assume all responsibility for all actions of their guest and shall not allow unlawful or disruptive activities. The event shall be supervised during the entire period of use.
- Attendees may not use other office work areas, staff computers, staff phones, or the other areas of the building. Use is limited to the room rented and restrooms.
- Nothing shall be attached to the walls, ceiling, or any fixtures.
- Users shall keep the equipment clean and free from damage from food or drink.
- The room may not be rented outside of STIC's normal business hours without STIC staff present.

## **Liability**

The person requesting to rent the facility and the organization they represent shall agree to compensate STIC for all damages to the facility, equipment, and other property owned by STIC; to compensate an employee for damage to personal property by any person attending the event, and further assumes responsibility for any personal injuries, including death, caused by participants of the scheduled event. If all guidelines are not followed, STIC has the right to cancel the rental contract and deny any future requests for room rental to the applicant.