

General Facility Use and Purpose

The **Executive Conference Room** is available for college and business community functions. All equipment and facilities in the room are to support the college's educational mission. **The Executive Conference Room was not designed for regular routine meetings, classes or general workspace, but rather for "showcase events" that serve a college-wide interest or help the college serve the community and local businesses.** Because the college is committed to serving the district, individuals, businesses, and organizations may apply for permission to rent the facility. Qualified individuals, businesses, or organizations are those recognized in accordance with the rules of the college.

No activity can be permitted which poses an unreasonable and immediate threat to the safety of the college students and personnel, or property on campus contrary to law. Facilities or equipment shall not be used for any purpose other than that for which they are designed and for which they are rented, nor will any use be permitted which could cause bodily injury or property damage or both.

Requests shall be acted upon in the order in which the completed request is received (including applicable security deposit) by the **Executive Conference Room** Coordinator. All requests are subject to review and final acceptance by college officials.

Acceptability

Any person, business, or organization requesting use of the **Executive Conference Room** must complete an application that can be found online at: www.BusinessResourcesCenter.org. Applications are only approved after all paperwork has been received, i.e., application with deposit, a Certificate of Insurance in an amount acceptable to the college, and any other form(s) requested.

The decision to accept an event/activity includes consideration of, compatibility with facility and equipment, noise, number of people, and the college's ability to support the function to insure its success.

Priority for Use

1st - Training classes/events offered through the Business Resources Center

2nd - FTE producing college seminars/trainings

3rd - Rental from businesses and organizations

Operating Procedures

Any individual, organization, business or company renting the facility, equipment and surrounding property is required to follow all fire and safety regulations and college parking regulations. NO SMOKING is allowed inside any part of the facility. Alcoholic Beverages are not permitted anywhere on the College Campus. College security may be present or additional security may be required at the discretion of the College, the cost of which shall be the responsibility of the user/renter. The sponsor of the event must be present at all times.

Rental Policy for the *Executive Conference Room*

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Damage

Signature of this agreement form implies that the organization will be responsible for damage, breakage, and theft costs, regardless of the amount.

Storage

The ***Executive Conference Room*** has no storage facilities. Please do not ask to bring items to be held until your function, other than the day of the function.

Equipment Available

The ***Executive Conference Room*** is extremely well suited for PowerPoint presentations, which can be viewed on a large interactive screen or one or all of three plasma televisions. There is also a document camera/scanner, a computer, hook-up for a laptop on the lectern, a DVD/VCR with a six speaker audio system, and the capability of Video and Telephone Conferencing. To assure the best presentation and training environment possible, the room has been designed with tables in the shape of a "U", custom lighting, and seating for 24 people in Lazy Boy office chairs. Light snacks or box lunches are allowed, and there is also a refrigerator to store beverages.

Fees

Costs include one hour before the session for set-up, and one hour after the session for clean-up, parking, and restrooms. Additional costs for a media technician, security and any additional services may apply. General clean-up is the responsibility of the renter using the facility.

Decorations

Please no hanging, pasting, nailing or stapling on the ceiling or walls. If you are planning to use posters or wall charts please contact the room coordinator to make provisions for their placement on the walls.

To Rent the ***Executive Conference Room*** contact:

Tracey Hoff, Executive Conference Room Coordinator
9501 U. S. Highway 441
Leesburg, FL 34748
Hofft@lsc.edu
(352) 365-3579

Room Rental Prices

Please select the room rental that best meets the needs of your event.

<p>___ \$50 for the first hour, and \$25 for each additional hour</p> <p>___ \$200 for an 8 hour weekday rental</p>
<p>___ Weekend Rental* - \$80 for the first hour, and \$40 for each additional Hour (<i>Minimum 3 hrs.</i>)</p> <p>___ Weekend Rental* - \$320 for an 8 hour day</p>
<p>*Please Note - There will be additional charges for Security for all weekend rentals. In addition any time the college is not in session the rate for weekend rental will apply.</p>

Fees Due: A deposit of \$50 is due at the time of booking; remaining fees are due (10) working days prior to the event. If the event is cancelled ten business days before the scheduled date of the event a full refund will be granted.

Total \$ _____

Damage Fee: Should any damage or loss occur, or if the room or building is left in unacceptable condition, we reserve the right to bill you for any costs over and above your rental fee.

Note: Fees are subject to change. Please check with the room coordinator for current pricing.

Agreement: Your signature implies agreement to all conditions and terms within the rental policy.

 SIGNATURE OF PERSON MAKING THE REQUEST

 DATE

 PRINTED NAME OF PERSON MAKING THE REQUEST

 EXECUTIVE TRAINING ROOM COORDINATOR

 DATE

 BUSINESS RESOURCES ROOM COORDINATOR

 DATE