

Erma Byrd Higher Education Center

Room Rental Agreement

Thank you for choosing the Erma Byrd Higher Education Center for your meeting needs! Please review and sign the following Erma Byrd Higher Education Rental Agreement:

- The Center will assess a fee appropriate for the repair/replacement cost for any damages or loss of Center Equipment.
- The Center is not responsible for food and drinks. The arrangements for food delivery are solely the responsibility of the applicant. In addition, it is the applicant's responsibility to handle set up and clean up of the room. All trash must be placed in the appropriate containers.
- The Center does not provide flip charts, easels or extension cords.
- The Center does provide access to a Wi-Fi Internet Connection (if needed).
- The Center does not allow any object, poster or writing to be placed on the walls.
- The Center requests that all meetings must have a designated applicant present to be responsible for the attendees.
- The Center does not allow the use of open flames or candles in the meeting rooms.
- The Center does not allow the use of any electrical equipment that will exceed circuit limits. If unsure, please check with Building Management and/or the Director.
- The Center will not care for or store any organization's materials and/or equipment and will not take responsibility for materials and/or equipment left at the Center.
- The Center does not allow alcohol on the premises.
- The Center requests that you restore all rooms back to their original condition by wiping off the tables and replacing the chairs under the tables.
- The Center will assess a 30.00 fee to your invoice if extra maintenance is needed and/or the room is not restored to its' original condition.
- The Center operates a smoke-free campus. There is no smoking allowed in the building or within 25 feet of the entrance/exit doors. All smoking should take place approximately 25 feet or greater away from all entrance/exit doors.
- The Center requests that all noise be kept to a minimum to prevent distraction to faculty teaching and student learning.

It is hereby understood and agreed, if this application is granted, the undersigned will assume all and exclusive responsibility for the preservation of order and the sole and exclusive liability for any injury to persons, and any damage to, or loss of property that may result from this use; and, for the due observance of all regulations and rules of the Erma Byrd Higher Education Center identified in this agreement.

Signature of Applicant (Organization): _____ Date: _____