



Bay State College

Where Your Success Matters

MEETING ROOM RENTAL AGREEMENT FORM

Bay State College (BSC) provides meeting space for all businesses, including nonprofits. The rooms are available for rental Monday through Friday 8:00 am to 5:00 pm. Extended hours, evenings, holiday and weekends rentals are available at an increased rate.

Meeting Facilities and Rates

Standard Classroom - 5 available. Capacity depends on room setup. Normal classroom configuration capacity is 20-30. Two of the rooms have a movable wall so it can be doubled in size. Rate is \$50 per hour per room (3 hour minimum).

Computer classroom capacity is 24. Rate is \$100 per hour (3 hour minimum). Any custom software setups must be identified and completed 2 weeks prior to the rental. Setup charges are \$100 per hour.

Please specify how the room should be setup and what additional chairs, tables, etc., will be needed.

All meeting rooms include Windows 7 based PC(s) with Microsoft Office Professional 2010 and audio/visual capability. Wi-Fi is also available.

Reserving Meeting Space

Please complete the following forms and e-mail them to the manderson@baystate.edu. If your request can be accommodated, then the space will be tentatively booked pending full payment of the room rental fee and other applicable charges. No reservation shall be considered definite until full payment has been made and the Meeting Organization has received written confirmation of the reservation from BSC staff.

Confirmation & Cancellation Policies

Once the completed application and security deposit are received, BSC staff will confirm the reservation in writing via email.

Requests to cancel reserved meeting space must be received in writing; email is acceptable. If canceled two weeks (ten business days) prior to the event, a 100% refund will be issued. A cancellation received less ten (10) and more than (2) business days prior to the event will result in a 50% refund. For cancellations within two (2) or less days, no refund will be given.

Act of God: If a cancellation is due to an Act of God, including extreme weather conditions (hurricane, flood, snow storm, and earthquake), the Meeting Organization will receive a full refund.

Force Majeure: No Party shall be liable in damages or have the right to terminate this Agreement for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its

control including Government restrictions (including the denial or cancellation of any export or other necessary license), wars, terrorist acts, insurrections and/or any other cause beyond the reasonable control of the Party whose performance is affected. Should Meeting Organization's event be cancelled, postponed or otherwise adversely impacted as a result of a force majeure event, there shall be no refunds for payments already received by BSC, but BSC will use all reasonable efforts to work with Meeting Organization to produce the event at a later date if necessary, subject to BSC's availability.

Building Closures/Delays: BSC adheres to the guidance, as reported on local news stations, of the state and federal government. If the state and/or federal government offices are closed, BSC will be closed. The BSC will also follow the guidance of the state and/or federal government during inclement weather for delayed opening times and early closing times.

CONDITIONS FOR RENTAL AGREEMENT FORM

The following rules govern use of meeting space. Meeting Organizations agree to abide by these rules as a condition of use. Violations may result in revocation of conference room privileges.

- Food and non-alcoholic beverages are allowed. Meeting Organizations must sign for delivery of their catering orders and can request assistance to help with set up and clean up.
- There is a refrigerator, microwave, hot and cold water dispenser, and sink in the lounge available for use. Please dispose of any unused food or drink. Solid waste should be thrown in the trash not the sink.
- BSC requests that each Meeting Organization designate one person to handle all communications and transactions with BSC. That designated person must be on-site throughout the rental period.
- BSC reserves the right to assess a fee if the meeting facility or its equipment is damaged or otherwise not returned to its original condition. A reasonable attempt to dispose of trash, left over food, etc in receptacles provided should be made by the Renter. Clean-up of excess trash could result in an additional cleaning fee.

Certificate of Insurance: BSC requires all Meeting Organizations to provide a valid Certificate of Insurance for liability purposes. In the event of an incident to the Meeting Organization's participants or damage to any of BSC's property, the Meeting Organization will be insured for such said damages. The Meeting Organization's Certificate of Insurance shall include the following:

- Workman's Comp: Injury by accident: \$1,000,000 each accident.
- General Liability: Bay State College listed as an additional insured.
- BSC reserves the right to decline patrons and to amend its policies and rates at any time. These rates and policies are effective April 2014.

The Meeting Organization agrees to indemnify and save BSC harmless from loss, damage or expense occasioned by or arising out of any injury, wrong or damage done to any person or property by the Meeting Organization or its members, guests or invitees who shall have lawfully entered the Building or arising out of the use or occupancy of the classroom and/or the building facilities.

Contact Information:

Organization:

Contact Person:

E-mail:

Telephone:

Fax:

Billing Address:

Room Setup:

Please circle the setup that you would like.

Rectangle U-Shaped Classroom Theater Other _____

Other Options (please circle):

Head Table Registration Table Food Table

Services and Equipment Needed:

Copies—\$.10 each # of Copies: _____

Flip Chart and Markers—\$30.00 each

Conference Phone—\$25.00

Projector and Screen— No Charge

Other _____

Services Total: \$_____

Rental Specifications:

Name of Meeting:

Date(s) of Meeting:

Time(s) of Meeting:

Number of Attendees:

Payment

Please sign and return this form with your payment to confirm your reservation. Payment can be made by credit card here: <https://www.velocitypayment.com/client/bankofamerica/baystate/index.htm>. Payment type should be "Other."

Business checks can also be used and should be made out to Bay State College. All returned checks will be assessed a returned check fee in the amount of \$50.00.

ACH payments can be processed by calling Meryle Anderson at 508-946-5559.

All room rentals must be paid for and confirmed two weeks before the scheduled meeting.

Mail/Fax/Scan APPLICATION TO:

Meryle Anderson
Bay State College
101 Industrial Park Road
Taunton, MA 02780
508-946-5559 (office)
manderson@baystate.edu

Total Payment Enclosed: _____

I have received a copy of the agreement governing the rental of space at the Bay State College facility and agree to these conditions. I am authorized to enter into this agreement on behalf of my organization.

Print _____

Sign _____