

FAMU Foundation Inc. Facility Rental

AVAILABILITY:

- The room is available for meetings, workshops, classes, press conferences, readings, business receptions, and other private parties. *(The FAMU Foundation reserves the right to interpret this statement at its discretion.)*
- Room rental is subject to availability. FAMU Foundation's own events have priority.
- FAMU Foundation may decline to rent the room to any event for any reason.
- Regular hours: 9 am-5 pm weekdays (except holidays)
 After hours: 5-10 pm weekdays
 9 am -10 pm weekends

RENTAL RATES:

Rates			
	2 HOURS	4 HOURS	AFTER 4 HOURS
Regular hours	\$125.00	\$450.00	\$650.00
Weekends	\$250.00	\$450.00	\$650.00

***After hours rates include additional staff charges that the FAMU Foundation incurs and cannot be waived for any reason.*

- Rental hours must include time for set-up, event, and clean-up.

INSURANCE:

- Renter must provide proof of liability insurance. Please see paragraph two of the rental agreement for details.

ABOUT THE FACILITY:

The conference room is located on the first floor. There are accessible restrooms, a kitchenette and a lobby.

Size:

Board Room: 992 square feet
Annex Storage: 168 square feet
Kitchenette: 61.75 square feet

Capacity:

Theatre style: 75
Reception style: 99
Banquet or classroom style: 40

EQUIPMENT:

- Renters may use tables, chairs, and podium for no extra charge.

<i>Chairs</i>	<i>Other</i>
30 – conference room style (black)	1 - podium

- You must bring your own laptop – FAMU Foundation’s computers are not available for use. Wireless internet access is available on request.

KITCHEN:

- Renters may use the refrigerator, sink, and the kitchen area for no additional charge. The kitchen is intended to be used for serving, not for any substantial cooking or catering.
- Renters must bring their own ice, paper goods, trash bags, food, and all other meeting and kitchen supplies. FAMU Foundation’s kitchenware is not available for use.
- Trash and recycling must be taken outside to the appropriate bins by the Renter at the end of the rental period.

**FAMU FOUNDATION ROOM RESERVATION FORM
AND RENTAL AGREEMENT**

CONTACT INFORMATION

Renter: _____

Mailing Address: _____

Contact Person: _____

Phone: _____

E-Mail: _____

RESERVATION INFORMATION

Date: _____

Time: from _____ to _____
(include set-up and clean-up time)

Name or Type of Event: _____

Approximate Number of Guests: _____

List additional special request: _____

RENTAL FEES & PAYMENT

(this section to be filled out by Famu Foundation staff)

Rental is classified as:

Regular hours (*M-F 9 am-5 pm*) After hours (*After 5 pm*)

Fees:

_____ Rental Fee

+ _____ Additional fees

= \$ _____ Total fee

- To reserve your date, we require a signed rental agreement and a 50% deposit.
- Full payment is due one week before the event, on _____.
- Famu Foundation accepts checks or money orders.

RENTAL AGREEMENT

1. In case of cancellation, written notification must be received 72 hours prior to the event to receive a full refund minus a \$25.00 administration fee. Should a cancellation occur after this deadline, the rental fee will not be refunded.
2. No later than one week prior to the rental, Renter must provide a certificate of insurance showing proof of liability coverage. *(Special event liability policies may be available if your organization does not have a general liability policy of its own. Please see the attached special event insurance agreement.)*
3. If renter is sales tax exempt, please provide a copy of the current sales tax exemption certificate.
4. The room will be set up in a large conference table configuration. If another configuration is desired, Renter must re-arrange the room and return it to the original configuration after the event. (Time for these changes must be included in the rental agreement.)
5. Renters may not attach anything to the walls: please no tape, tacks, staples, glue, etc.
6. Any cables, electrical cords, or phone cords that are stretched across the floor must be securely taped down to avoid accidents. The adhesive in the tape must be something that is easily removable from hardwood.

7. Renter will be billed for any damage or losses to the room or the FAMU Foundation property that occur during the rental.
8. The FAMU Foundation is not responsible for any lost or stolen personal items.
9. Smoking is prohibited in the FAMU Foundation's facility.
10. Alcohol is not permitted.
11. Renter is responsible for leaving the room in the same condition as it was upon arrival. Renter must remove all leftover food and trash from the building and place it in the outdoor trash and recycling bins behind the building. Kitchen area including sink must be clean, and counters wiped.

Renter agrees to hold the FAMU Foundation and its agents, employees, volunteers, and Board of Directors harmless from any and all liability and all claims for damages of any nature or kind, including all costs and legal expenses that may result from or by reason of any act or omission on the part of said renter or any and all members of the renter's party while in the FAMU Foundation's facility. Renter agrees to fully reimburse the FAMU Foundation for any damage arising from the use of the property, and any costs and legal fees incurred in the collection of said reimbursement.

I, the undersigned, have read and agree to the facility rental guidelines as set forth in this agreement.

Signature: _____

Print Name: _____

On Behalf of (organization, if applicable): _____

Date: _____

Accepted by the *FAMU* Foundation

(Signature & Date):

Please send the completed form to Eric Swanigan.
Email: eric.swanigan@famuedu Phone: 850412-5799