

Northeast Training Institute Room Rental Agreement

Date of Request: _____

Company: _____

Contact Person: _____

Address: _____

Phone: _____ email: _____

Date(s) Room Requested: ____/____/____ to ____/____/____

Conference Room (maximum of 10 people)

- Full Day (8:00am – 5:00pm)
- Half Day
 - 8:00am – 12:00pm
 - 1:00pm – 5:00pm
 - 5:30pm – 9:30pm

Classroom (maximum 30 people)

- Full Day (8:00am – 5:00pm)
- Half Day
 - 8:00am – 12:00pm
 - 1:00pm – 5:00pm
 - 5:30pm – 9:30pm

Anticipated Number of Attendees: _____ Event Start Time: _____ Event End Time: _____

Do you require access to the House of Horrors®? Yes No

AV/Equipment Needed:

- High-Speed Ethernet Internet Connection*
 - Mac/PC Instructor Access*
 - LCD Projector
 - Interactive 75" Touchscreen Monitor
 - Free wireless internet (Wi-Fi)
- * Must Agree to NETI's Technology Acceptable Terms of Use Policy (AUP)

Classroom Table Set-Up Style:

- Theater Style (Total 30 Seats)
- Classroom U-Shape Style (Total 30 Seats)
- Board Room Style (Total 30 Seats)
- Pods (4 seats per pod, Total 24 Seats)

Coffee/Tea Service (\$3.00 per person):

Requested Declined

Soda, bottled water, juice: \$2.00/bottle (based on consumption)

Requested Declined

Catered Breakfast provided by NETI (prices vary)

Requested Declined Renter Provided

Catered Lunch provided by NETI (prices vary)

Requested Declined Renter Provided

I agree to the General Use Room Rental Policy listed on the reverse side and NETI's Technology AUP (if applicable).

Authorized Signature: _____

GENERAL USE ROOM RENTAL POLICY

Northeast Training Institute (NETI) offers desirable meeting room space rentals when our classrooms are not in use.

Clean and modern, our classrooms and conference room are well equipped for seminars and a variety of programs. Classroom meeting space can be set-up Classroom (Theater) Style, U-Style, Pods, or Boardroom style. All classrooms are equipped with overhead projectors, screen, and power & high speed internet connection to every classroom seat. In addition, we also offer 75" Interactive Touchscreen Monitors, document cameras, and free WiFi (limited speed).

Conditions for use

1. Basic A/V equipment is provided at no cost to the Renter. All catering needs must be coordinated prior to the rental date with NETI. If the Rental is to provide catering without NETI, the Renter assumes all responsibility for setup and cleanup. Coffee service is available at an additional charge.
2. Renters must be on hand to meet any vendors, caterers, set-up people, etc. for which they have contracted prior to the meeting and agree that the NETI and its staff are not responsible for payment, acceptance and/or signatures.
3. A deposit equal to the meeting room rental charge may be collected for all facility rentals. The deposit will be refunded if the facility, restrooms and kitchen are left clean, the table and chair arrangement is put back in its original order and all furnishings and audio/visual equipment is undamaged. The deposit will be non-refundable for any cancellations within one week of the meeting date.
4. All facility rentals will also require a valid government issued ID and a valid credit card.
5. This program/event is not sponsored or endorsed in any way affiliated with the Northeast Training Institute (NETI) unless otherwise specified in writing prior to this agreement being signed.
6. NETI may require the Renter to furnish a certificate of insurance to guarantee the conditions of this agreement or any liability incurred by it ,if deemed necessary.
7. The requesting entity is responsible for cleaning the room after use. All decorations, food, and other items brought in must be removed at the end of the meeting and trash must be placed in receptacles. If tables and chairs have been rearranged, they must be returned to their original positions.
8. Federal and State Statutes, Laws and all local ordinances must be observed.
9. Any applicable sales and use taxes will be applied and are to be paid by the Renter.
10. The party renting the room shall assume all responsibility for all actions of their guest and shall allow no unlawful or disruptive activities. The event shall be supervised during the entire period of use.
11. 1025 Alliance Park Drive, Bloomsburg PA is a smoke free facility.
12. Attendees agree to not use other office work areas, staff computers, staff phones, or the other areas of the building. Use is limited to the room and designated area rented, common and public areas such as the restrooms.
13. Users shall keep the equipment clean and free from damage from food or drink.
14. Violation of any of the room use regulations may result in the loss of the room use in the future.
15. Renter agrees that no alcoholic beverages shall be consumed on the premises unless dispensed by a caterer or vendor with the appropriate licenses from the Pennsylvania Liquor Control Board (PLCB).
16. Renter acknowledges that the use of the conference and classrooms are non-exclusive during the rental period and that from time to time there may be traffic in surrounding or nearby offices and public areas conducting normal NETI business procedures.

LIABILITY

Renter agrees to protect, indemnify, defend, save and hold harmless NETI 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, included, but not limited to, the following:

Damages. Renter is responsible for any loss or damage to the Rental Space, adjoining facilities, building common areas, or building exterior or grounds. This includes all damages to any equipment, fixtures, surfaces, including the ceiling, floors and floor finishes, or any other property. Renter agrees and acknowledges that Renter's liability for loss or damages is not limited to the amount of the deposits received by NETI.

NETI will not be liable for any failure to perform or damages caused by an act of God, force majeure or other unforeseen event reasonably beyond NETI's control.

Renter's Property. NETI is not responsible for items belonging to Renter or Renter's guests that are lost, stolen, or damaged during the Rental period.

Liability for Guests. Renter is, and hereby acknowledges that it is, liable for the actions and behavior of Renter's guests during the Rental Period, and at any other time such guest is on or around the Rental Space as a result of Renter's use of the Rental Space. NETI will not be liable for the safety of Renter's guests.

RENTER AGREES TO INDEMNIFY AND HOLD HARMLESS NORTHEAST TRAINING INSTITUTE (NETI) FROM ALL LIABILITY ARISING FROM THE ACTIVITIES OF RENTER AND RENTER'S GUESTS DURING THE RENTAL PERIOD.

If all guidelines are not followed, the NETI has the right to cancel the rental contract and deny any future requests for room rental to the applicant.