



**Room Rental Agreement
Request Form**

Name of Applicant/Contact: _____

Name of Company: _____

Address: _____

Contact phone number: _____ Email address: _____

Date room requested: _____

Meeting time set-up will begin at: _____ Clean-up will end at: _____

Purpose of use: _____

Projected attendance: _____

Room requested (see attachment 1):

- William J. Brehm Conference Room - \$25 per hour, daily max \$125

Set up required (see attachment 1): (check one)

- Conference
 Theater
 Classroom
 U-Shape
 Double U-Shape
 Hollow square

Equipment Options (check those that apply)

- Touchscreen TV: no charge
 Wireless access: no charge
 Copies: \$0.20 per copied sheet
 Coffee: \$2.00 per person

Rental Charge	
Room Charge	\$ _____
Equipment Charge	\$ _____
Other Charges	\$ _____
Total Cost	\$ _____

I agree that the above statements are true and I agree that I have read, understood, and will honor all policies and information, including the attached General Use Room Rental Regulations which are a part of this agreement. I understand that the North San Diego Business Chamber is only expected to provide services and equipment identified and agreed to in this contract.

_____	_____	_____
Signature of applicant	Printed Name	Date
_____	_____	_____
NSDBC Staff Approval	Printed Name	Date



Room Rental Agreement

General Use Room Rental Regulations

This Agreement between _____ and the North San Diego Business Chamber defines the terms and conditions for rental of meeting rooms by Chamber members. This Agreement includes Attachments which are incorporated into this Agreement.

The following terms and conditions apply to all room rentals:

1. Rental of the Chamber meeting room(s) will be on a first come, first served basis. Chamber meetings take priority.
2. The Chamber building and meeting rooms are for business related purposes only. No personal events are to be scheduled for the building.
3. All event guests must park on the street per request of the property manager. The parking lot must be available to other tenants' customers.
4. All individuals and/or businesses must complete a Room Rental Agreement Form at the time the room(s) is reserved.
5. A deposit of one/half of the room rental fee is required at the time of reservation. The remainder of payment is due 24 hours before the day of rental. All room rental payments are non-refundable and may be changed periodically by the Chamber.
6. The William J. Brehm Conference Room is set up with tables and chairs. Should any additional equipment be required, the renting party will be responsible for the rental of additional equipment from a current Chamber member. The Renter will be responsible for the removal of the rented equipment and the return of the room to its normal condition.
7. Renters are responsible for any damage to the facilities and/or contents and fixtures. All damage must be reported to the Chamber staff immediately. Room Renters will be expected to cover all repairs and replacement cost of any damage to the facility itself and/or the contents of such.
8. Nothing shall be attached to the walls, ceiling, or any fixtures.
9. The renters 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.
10. The meeting room(s) shall not be used for any fraudulent purpose.
11. The room(s) must be left in proper order, with all paper, trash, cups, etc. disposed of in trash receptacles. If tables and chairs have been rearranged, they must be returned to their original positions.
12. The Chamber will provide coffee at prices listed on the Rental Agreement. If the Renter would like additional food or beverage to be delivered, the Chamber will have a list of approved caterers who are members of the Chamber. Renters may bring soft drinks and other light foods. No alcohol is permitted.
13. Renters shall keep the equipment clean and free from damage from food and drink.
14. 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 rented, common and public areas such as restrooms.
15. Any copies needing to be made must be done by Chamber staff. They can be reached at the front desk.
16. It is understood, the North San Diego Business Chamber is in no way responsible for any personal injuries, property damages, or other liabilities that may be incurred during use of their facility. Renter agrees to release indemnity and hold the North San Diego Business Chamber, its employees, partners and Landlord harmless of any such damages.

Authorized Signature

Date

Room Rental Agreement Attachment 1

William J. Brehm Conference Room

Rental fees:

Members: \$25 per hour with a daily max of \$125

Non-members: \$100 per hour with no daily max

Room Capacity:

Options	Conference	Theater	Classroom	U-Shape / x2	Hollow Square
Regular	24	40	24	20 / 36	12
Added side chairs	40	n/a	n/a	40	40

Individual Workspace

Rental fees:

Members only: \$10 per hour with a daily max of \$50

Includes:

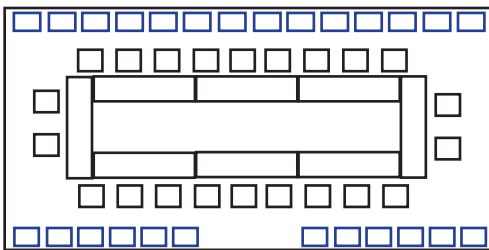
Small desk

Chair

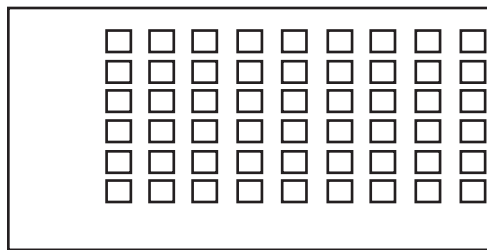
Wireless Internet access

William J. Brehm Conference Room Set Up Options

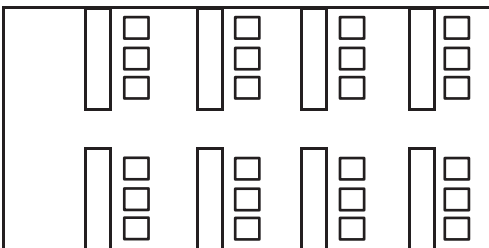
Conference



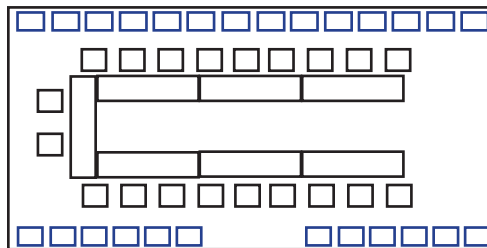
Theater



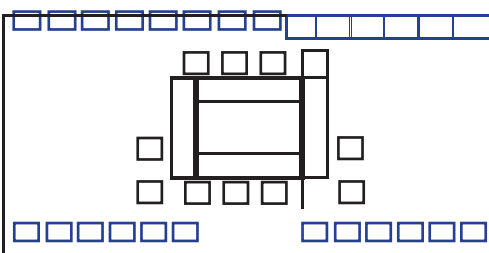
Classroom



U-Shape



Hollow Square



Double U-Shape

