**Exhibit D**

**Facility Usage Reservation and Agreement Form**

*Business/Industry/Private Functions*

**See Exhibit B (Additional Fee Information) and Exhibit C (Regulations)**

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**Today’s Date:** ______________________

**ESCC Point of Contact:** ______________________

**Phone:** ______________________

**Email:** ______________________

**Use:**

<table>
<thead>
<tr>
<th>Schedule of Daily Charges</th>
<th>Reservation Fee (per Session)</th>
<th>Morning 8:00am–12:30pm</th>
<th>Afternoon 12:30pm–5:00pm</th>
<th>Evening 5:00pm–9:30pm</th>
<th>Extra Hours</th>
<th>$ Total for room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Room (WDC bldg)</td>
<td>$100</td>
<td></td>
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<tr>
<td>Classroom (WDC or Academic)</td>
<td>$100</td>
<td></td>
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<tr>
<td>Double classroom (WDC or Ac.)</td>
<td>$125</td>
<td></td>
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<tr>
<td>Warming kitchen</td>
<td>$50</td>
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<tr>
<td>(other than when used with Great Hall or Atrium)</td>
<td></td>
<td></td>
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<tr>
<td>Grounds (Excl. front lawn)</td>
<td>Dependent upon specific request</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**HOURLY RATE**

- **4 HOURS MINIMUM RATE PLUS # OF HOURS AT HOURLY RATE**

- **Great Hall (WDC Building – includes Atrium)**
  - $150
  - $500
  - $500

- **Atrium (WDC Building)**
  - $125

- **Stage rental (Great Hall only)**
  - $100 – 1$^{st}$ day
  - $35 – ea add’l day

**Total Page 1**
By signing below, the client representative acknowledges receipt of copies of Exhibit B (Additional Fee Information) and Exhibit C (Regulations) and agrees that entire party will comply with all terms and conditions therein. Client representative also acknowledges responsibility for communicating and enforcing these regulations with all event guests and participants. Client representative further agrees that adherence to these regulations is part of the Agreement to rent facilities from Eastern Shore Community College. In the event that client violates any terms of this agreement or regulations as contained herein, the College reserves the right to cancel the event and all deposits to date will be retained by the College.

Applicant hereby represents him/herself as an authorized agent of the named organization or individual, and, as such, makes application to ESCC for the use of College facilities. Applicant will promptly pay all required fees and charges and further warrants that all guests and participants will adhere to the terms and conditions outlined in this Agreement. Applicant also agrees to exercise utmost care in the use of College premises and property and to make good any damage from the use of said premises and property. It is further agreed that non-ESCC groups will hold the College harmless for any loss, damage, expense, claim or demand that may arise or be caused in any way by such use of College facilities.

**TOTAL EXPENSES:**

Total (Anticipated) Fees (from pages 1 & 2): ________________________________

Deposit (50%) Due at Time of Booking: ________________________________

Balance Due Ten (10) Business Days Prior to Event: ____________________ Date Due: __________

Client Signature ______________ Date ______________ ESCC VP or Workforce Officer ______________ Date ______________