



**Facility Usage Reservation and Agreement Form
Conferences**

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

Today's Date: _____

ESCC Point of Contact: _____

Phone: _____

Email: _____

USE:

Client: _____

Date(s) Requested: _____

Contact (If Different): _____

Event Start/End Time: _____

Address: _____

Usage Time: _____

(Includes Set Up & Clean Up time, charged at pro-rated rate)

Fundraising Event: Yes: _____ No: _____

Contact Phone #: _____

Profit-Making Event: Yes: _____ No: _____

Cell#: _____

No. People Expected: _____

Email: _____

Alcoholic Beverages Served: Yes: _____ No: _____

(Client Responsible for License)

Rooms included in fee	Day (8:00am to 5:00pm) Monday thru Friday	Evening (5:00pm to 9:30pm) Monday thru Friday	Weekend Events – Saturday or Sunday (8:00am to 9:30pm)	Totals
WDC Building (Great Hall, Warming Kitchen, Atrium, Hallway, Double Classroom, Conference Room)	\$1,200	\$500	\$1,500	
Additional Classrooms (not including Computer Labs)	\$100	\$100	\$100	
Total Page 1				

Caterer Name: _____ Phone: _____

DJ/Band Name: _____ Phone: _____

Exhibit D

Anticipated Additional Fees <i>If services is anticipated, please indicate "Y" or "N"</i>	"Y"/"N"	Per Hour	x Hours Required	\$ Total for room OFFICE USE ONLY
Maintenance Assistance (set up/break down)		\$35.00		
Cleaning Fees (unanticipated cleaning due to client negligence will be charged on final invoice)		\$35.00		
Event Assistant		\$35.00		
Technology Services (beyond password access) Describe:		\$35.00		
Other Service Fees (additional security and/or support as may be required)		\$35.00		
Total Page 2				

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 used 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