



**Facility Usage Reservation and Agreement Form  
Business/Industry/Private Functions**

**\*\*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)

\_\_\_\_\_

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)

Schedule of Daily Charges	Reservation Fee (per Session)	Morning 8:00am-12:30pm	Afternoon 12:30pm-5:00pm	Evening 5:00pm-9:30pm	Extra Hours	\$ Total for room OFFICE USE ONLY
Conference Room (WDC bldg)	\$100					
Classroom (WDC or Academic)	\$100					
Double classroom (WDC or Ac.)	\$125					
Warming kitchen (other than when used with Great Hall or Atrium)	\$50					
Grounds (Excl. front lawn)	Dependent upon specific request					
	<b>HOURLY RATE</b>	<b>4 HOURS MINIMUM RATE PLUS # OF HOURS AT HOURLY RATE</b>				<b>OFFICE USE ONLY</b>
Great Hall (WDC Building – includes Atrium)	\$150	\$500	+			
Atrium (WDC Building)	\$125					
Stage rental (Great Hall only)	\$100 – 1 <sup>st</sup> day \$35 – ea add'l day	_____ days requested				
<b>Total Page 1</b>						

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		
<b>Total Page 2</b>				

**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