

LEWISTON-AUBURN COLLEGE SPACE RENTAL AGREEMENT

Thank you for choosing Lewiston-Auburn College as the location for your organization's upcoming event. In order to help provide you with the best service possible to your organization during the scheduled event, the following policies have been established:

- Upon scheduling an event, Lewiston-Auburn College will prepare an events confirmation and send it to the contact person to review. Please sign and return it to University of Southern Maine at Lewiston/Auburn, Attn: Jim Bradley, 51 Westminster Street, Lewiston, ME 04240 or by fax at 753-6555.
- Please be aware that our primary responsibility is to our academic programs, therefore, scheduling of events will be worked around class schedules and college related activities. Event confirmations will be processed after the classroom assignments for the semester are completed. Room requests can be subject to change due to unforeseen changes in the academic schedule such as weather cancellation.
- Please call **Jim Bradley at 753-6618** for your room set up requirements at least two weeks prior to your event. **Any issues that arise during your event, including requests for technical support or additional room set up needs, must be directed to Jim Bradley by visiting him in the Student Success Center or by calling him at 753-6618 or 753-6536.** Please make sure your on-site facilitator(s) and/or staff is aware of this requirement.
- If you want USM to provide catering, you should contact Aramark at 780-4024. Please deal directly with them for food and refreshments. Also, we would ask that you request assistance for any spillage of food or drink immediately. The college will provide personnel to assist you. If you wish to bring in your own food or use an outside caterer, please let us know for set up purposes as well as any license requirements.
- If you need special equipment, such as an overhead projector, slide projector, screen, VCR, podium, flip chart, etc., please discuss those when making your reservation for the space. We may not be able to meet last-minute requests for changes to the reservation. If Lewiston-Auburn College's equipment is damaged due to improper or careless use, you will be charged for any repair or replacement of that equipment.
- **Wireless Internet Access:** While the college does have wireless internet access, it is a secured network that requires a user to be registered. If you have wireless access needs, please discuss those when discussing reserving the space. We do not provide support or access for participants attending your event unless that is agreed to in advance as part of the event confirmation process.
- **Please do not tape or attach any materials to the walls; the tape will peel the paint off the wall. The college will post signage for your event in approved locations. Please do not post signage yourself.**

- Although our facilities/rooms are comfortable, not all of our rooms are air conditioned.
- For renting our computer lab, prior to us giving you final approval for using the space, you need to contact **Paula Caggiula** at **753-6563**, so she can go over any required procedures with you. Should you require technical support outside the normal working hours, an additional charge will be assessed to offset overtime costs. Also, any unusual technical support such as installing software that is not pre-installed on the computers may require additional costs. Paula will discuss those costs with you prior to your receiving a final events confirmation. The college may not be able to meet last-minute requests for support.
- If your event is scheduled outside our maintenance personnel's normal working hours, you will also be charged a **\$35.00 per hour** fee to offset overtime costs.
- Please do not park in the circle at the entrance to the building. This area is designated for unloading and handicapped parking only.
- Table Rentals: Vendors and organizations may rent table space at the college for the purpose of promoting their businesses or services. Vendors must remain behind their tables and wait for students to approach them. Vendors should not be "calling out" to students as a way to encourage them to come to their table.
- In the event of inclement weather, all classes and activities may have to be canceled. Please call the Storm Line at 753-6595 for information on cancellations. We advise you to tune into any of the following radio stations: WLAM, WBLM, WIGY, WMGX, WGAN, WCOU, WXGL, WABK, WKPJ, WOXO, and WPOR, or television Channels 6 and 13 for they will provide you with an updated report on the weather conditions and school cancellations. If weather conditions force the College to close, we will do our best to accommodate you in rescheduling your event. If you have prepaid for your space rental you will be given the option of either rescheduling or receiving a full refund. If you have not paid for the rental yet, you have the choice of rescheduling or if you don't want to reschedule then you will not be billed for the space rental.

Thank you for your patronage,
 Dr. Joyce Gibson
 Dean, Lewiston-Auburn College

By signing below I agree to follow the policies and procedures outlined in this agreement.

Print Name

Signature

Date