

Rural Economic Development Center, Inc.
SECU Training and Conference Center
Rental Policy and Procedures

1. Eligible Users:
 - a. The SECU Training and Conference Center at the Rural Center (“training center”) will be used to further the mission of the Rural Center, serving primarily as a space for meetings of the staff, officers, and Board of Directors of the center.
 - b. When the training center is not being used for center activities, it may be used by North Carolina governmental entities and North Carolina nonprofit organizations whose missions are aligned with the mission of the center (“eligible organizations”).
 - i. Eligible governmental entities include publicly elected bodies and units of North Carolina and Wake County government
 - ii. Eligible nonprofits are those with a 501(c)(3) tax exemption.

2. Eligible Uses:
 - a. Eligible organizations may use the training center only for special meetings of members, staff, officers, governing bodies or public officials. For example, the training center may be used for a board retreat of an eligible organization, but not as a site for regular board meetings. Meetings of eligible organizations held at the training center must be business meetings, i.e. eligible organizations may not use the training center for staff parties, entertainment or similar uses.
 - b. The training center may not be used for weddings, fundraising events, political rallies or other activities related to a political campaign, or meetings of partisan, religious or for profit businesses.
 - c. The user is not permitted: (1) to charge participants, members, or guests a fee for attending the event other than a nominal registration fee; (2) sell tickets to the event; or (3) to serve alcohol.

3. Fees:
 - a. The charge for the use of the training center is as follows:

	Half Day	Full Day
One half of facility	\$100	\$200
Entire facility	\$150	\$300

- b. **Payment for use should be submitted no later than 15 days after event.**
- c. Fees will be refunded: (1) if the user cancels its reservation at least two business days in advance of the scheduled event, (2) if the event is canceled because weather makes attendance unsafe, or (3) if the event is canceled by the Rural Center.
- d. **The room usage fee does not include the cost of set-up for the event, the use of linens, or coffee and water set-up.** Coffee and water set-up may be available for an additional fee based upon event attendance.
- e. If actual cleaning and other fees incurred by the center as a result of the user’s use of the training center exceed the regular charge paid by the user, the user will be responsible for paying the excess charges to the rural center.
- f. In addition to regular charges and excess cleaning charges, the user will be responsible for fully compensating the center for any damage to the training

center, furnishings, or grounds resulting from the user's use of the training center, and for replacement of any items broken or misplaced by the user.

- g. The center will invoice the user for any excess cleaning charges incurred and for costs resulting from damage to the training center. Payment will be expected within 30 days after the date of the invoice.

4. Scheduling:

- a. **The training center is not available for use on weekends, holidays, or on Mondays. Events may begin no earlier than 8:00 a.m. and end no later than 5:00 p.m., including the user's clean up.** Overnight use of the training center is not permitted.
- b. Scheduling is arranged on a first-come first-served basis by submitting a Request for Reservation form to the Rural Center, together with the fee for use of the training center. Requests for Reservation should be submitted no less than two weeks and no more than two months before the date requested.
- c. Requests for use are subject to final approval of the Rural Center and may be approved, denied or canceled at the center's discretion.
- d. The center will notify the organization whether a request is approved or denied.
- e. The center reserves the right to cancel a reservation with prior notice to the user.

5. Kitchen Use:

- a. All food served must be catered or served covered-dish style. The microwave may be used for re-warming purposes and the refrigerator may be used for food storage.
- b. Groups may use the utensils and serving dishes in the training center.

6. Cleaning:

- a. Before leaving, the user must place all trash in the receptacles and remove all property of the user brought into the training center. If training center serving dishes and/or utensils have been used, they should be washed, or rinsed and placed in the dishwasher.
- b. All tables used in the kitchen or training center must be wiped down to remove dirt and crumbs. Visible crumbs must be picked up from the floor.
- c. The center will undertake other cleaning as required, subject to the provisions of Section 3e above.

7. Miscellaneous:

- a. **The maximum capacity of the training center is 200 people in theater style setup.**
- b. Tables and chairs may be moved or rearranged in the training center. Organizations are responsible for room set up.
- c. Arrangements may be made to visit the training center before making a reservation to determine suitability of the space and available furniture.
- d. Smoking is prohibited.
- e. Pets are prohibited.
- f. Alcoholic beverages are prohibited.
- g. Meeting supplies are not provided. Please bring any easels, easel pads, pens, paper, etc. that may be needed.
- h. There is no photocopier or fax machine available for use.
- i. Audio visual (AV) equipment may be used with permission. Those needs should be indicated on the Request for Reservation Form. The training center rooms

include the following: build in LCD projectors and drop down screens (2 in Room 150, 1 in Room 151); microphones (podium and lapel); wireless Internet access; DVD/CD players; and cables for using the AV system. Laptops and adaptors needed to plug into a VGA connection are not supplied. No other outside equipment should be plugged into the AV system. A Rural Center employee will assist in setting up AV equipment and will instruct a designated meeting attendee in the use of the AV system panel. Only that individual should operate the panel. A Rural Center employee will be available for technical assistance if necessary during a meeting, but will not be available to operate equipment during a meeting.

- j. The center does have a wireless guest network to allow for access to visitor e-mail but is not equipped to handle large amounts of guest Internet traffic. Guest users may be disconnected from the network in the event their usage disrupts the work of center employees.
- k. Posters, signs, etc. may not be taped or adhered to the walls or windows of the training center.
- l. Long distance calls from the telephones in the training center are prohibited.
- m. The Rural Center's agreement to allow an organization to use the training center does not suggest or imply the Rural Center's endorsement or approval of the organization. Invitations to events at the training center should not imply or suggest endorsement or support by the Rural Center for the organization or its activities. Grantees of the Rural Center may include acknowledgment of the Rural Center's funding in announcements of or invitations to events at the training center.
- n. Children under age eighteen are not allowed unless they are specifically part of the event programming.
- o. The Rural Center reserves the right for staff or agents of the Rural Center to enter the training center at any time.
- p. The Rural Center reserves the right to require users to obtain liability insurance for an event in an amount to be determine by the Rural Center. If the Rural Center requires the user to obtain insurance, the user must provide a certificate of insurance naming the Rural Center and the user as insured parties covering claims for injuries, death and/or property damage arising out of the use of the training center by the user.
- q. **Parking is allowed only in designated parking areas.**
- r. **Entry to the training center is through doors directly into the training center, not through the Rural Center lobby.** Visitors must use the restrooms and kitchen facilities in the training center and not those in the Rural Center lobby. The wooden double doors separating the training center from the Rural Center offices should be kept closed at all times.
- s. Visitors may use the patio on the north side of the training center but should not gather in the courtyard on the south side, or walk along the sidewalk next to the main Rural Center building.
- t. Guns and other weapons are prohibited.
- u. The Rural Center reserves the right to terminate an organization's use of the training Center for violation of applicable laws or for violation of any of the Rural Center's rules or policies governing use of the training center.

- v. A representative of the organization that reserved the training center for use must be present at the training center at all times during the event.
- w. Users must refrain from making noise or engaging in any activity that may disrupt Rural Center staff or visitors or any other entity in the Wake County Office Park.

**Request for Reservation
Rural Economic Development Center, Inc.
SECU Training and Conference Center**

This form must be completed and submitted to the Rural Center to request a reservation to use the SECU Training and Conference Center at the Rural Center (the "training center").

Date of Request: _____

Requesting Organization: _____

Contact Person (must be on-site during event): _____

Telephone: _____ Fax: _____

Address: _____

E-mail address: _____

Is the organization a publicly elected body or a governmental agency or a 501(c)(3) organization?

Nature of event: _____

Date of event: _____

Start time: _____ End time: _____ Approx. Number of Attendees: _____

Fee charged for event: _____

AV equipment required: _____

(see section 7.i. for list of equipment available)

Upon approval of this request to use the training center the reserving organization agrees:

1. It shall be responsible for and shall relieve and release the Rural Economic Development Center, Inc. from and shall indemnify the Rural Center, its directors, officer and agents for all costs damages, liabilities and expenses (including attorney fees) arising from any injury or damage to any person or property resulting from or related to use of Rural Center property by the organization or its invitees.
2. It shall not transfer or assign its reservation to any other entity or person.
3. It shall be fully responsible for and shall pay the fees for use of the training center and for the cost to repair any damages to or replace any items harmed or misplaced during the organization's use of the training center.
4. It shall not engage or allow others to engage in any illegal activity at the training center.
5. It has read, understands and agrees to abide by the center's Training and Conference Center Rental Policy and Procedures.

The individual signing below certifies his or her authority to execute this Request for Reservation on behalf of the Organization named above and to bind the Organization to the rules, duties and obligations set forth in the SECU Training and Conference Center Rental Policy and Procedures and this Request for Reservation.

Signed: _____

Name: _____

Title: _____

<i>Rural Center Use Only</i>	
____ Approved	____ Fee
____ Unavailable	
_____ Signature	_____ Date