

Space Usage Form

Name of Applicant/Contact: _____

Name of Company: _____

Type of Industry: _____

Address: _____

Contact phone number: _____ Email address: _____

Date room requested: _____

Meeting time set-up will begin at: _____ Clean-up will end at: _____

Purpose of use: _____

Projected attendance: _____

Room requested (see attachment 1):

- | | |
|--|---|
| <input type="checkbox"/> Conference Room #103 | <input type="checkbox"/> Main Training Area |
| <input type="checkbox"/> Makers Space (Fayetteville Room) #108 | <input type="checkbox"/> Kitchen Use |
| <input type="checkbox"/> Cumberland Conference Room #111 | <input type="checkbox"/> Work Station (Independent) |
| | <input type="checkbox"/> Work Station (Training Area) |

Equipment Options (check those that apply)

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> Laptop | <input type="checkbox"/> 3D Printer |
| <input type="checkbox"/> Microphone | <input type="checkbox"/> Plotter |
| <input type="checkbox"/> Projector | <input type="checkbox"/> Software |
| <input type="checkbox"/> Projector Screen | |
| <input type="checkbox"/> TV Monitor | |

I agree that the above statements are true, and I agree that I have read, understood, and will honor all policies and information, including the attached General Use Room Rental Regulations which are a part of this agreement. I understand that the Fayetteville-Cumberland Regional Entrepreneur & Business HUB is only expected to provide services and equipment identified and agreed to in this contract.

Signature of applicant	Printed Name	Date
HUB Staff Approval	Printed Name	Date
HUB Director Approval	Printed Name	Date

For questions contact the HUB at (910) 672-1384.

Return forms electronically to tcbryant@uncfsu.edu, or in-person at 1073 Murchison Road, Fayetteville, NC

Room Rental Agreement

General Use Room Rental Regulations

This Agreement between _____
and the Fayetteville-Cumberland Regional Entrepreneur & Business HUB defines the terms and conditions for rental of meeting rooms.

This Agreement includes Attachments which are incorporated into this Agreement.

The following terms and conditions apply to all room users:

1. Use of the HUB meeting room(s) will be on a first come, first served basis. HUB meetings take priority.
2. The Fayetteville-Cumberland Regional Entrepreneur & Business HUB building and meeting rooms are for business related purposes only. No personal events are to be scheduled for the building.
3. All event guests must park in the lot in front of the Fayetteville-Cumberland Regional Entrepreneur & Business HUB.
4. All individuals and/or businesses must complete a Room Rental Agreement Request Form at the time the room(s) is reserved.
5. The conference rooms are set up with tables and chairs. Should any additional equipment be required, the renting party will be responsible for the rental of additional equipment. The User will be responsible for the removal of the rented equipment and the return of the room to its normal condition.
6. Users are responsible for any damage to the facilities and/or contents and fixtures. All damage must be reported to the HUB staff immediately. Users will be expected to cover all repairs and replacement cost of any damage to the facility itself and or the contents of such.
7. Nothing shall be attached to the walls, ceiling, or any fixtures.
8. The Users shall assume all responsibility for all actions of their guest and shall allow no unlawful or disruptive activities. The event shall be supervised during the entire period of use.
9. The meeting room(s) shall not be used for any fraudulent purpose.
10. The room(s) must be left in proper order, with all paper, trash, cups, etc. disposed of in trash receptacles. If tables and chairs have been rearranged, they must be returned to their original positions.
11. If the User would like additional food or beverage to be delivered, the HUB will have a list of approved caterers. Users may bring soft drinks and other light foods. No alcohol is permitted.
12. It is the responsibility of the User to make all arrangements with the caterer, including the receiving and clean up of all area.
13. Users shall keep the equipment clean and free from damage from food and drink.
14. Attendees agree to not use other office work areas, staff computers, staff phones, or the other areas of the building. Use is limited to the room reserved, common and public areas such as restrooms.
15. Any copies needing to be made must be done by HUB staff. They can be reached at the front desk.
16. No children under the age of 18 are allowed in event spaces, conference rooms, or makerspace.
17. Pets are not allowed in the HUB. Service animals are welcome.

It is understood, the Fayetteville-Cumberland Regional Entrepreneur & Business HUB and Fayetteville State University in no way responsible for any personal injuries, property damages, or other liabilities that may be incurred during use of their facility. Renter agrees to release indemnity and hold the Fayetteville-Cumberland Regional Entrepreneur & Business HUB, its employees, partners, and Landlord harmless of any such damages.

Signature of applicant	Printed Name	Date
HUB Staff Approval	Printed Name	Date
HUB Director Approval	Printed Name	Date