

NASB Conference Rooms Usage Policy

RENTAL FEES: The NASB conference rooms are available for rent, free-of-charge, to NASB members and associate members, with the exception of the member use policy stated below. All non-NASB groups will be billed \$100.00 per day for the Conference Room or \$50.00 per day for the Multipurpose Room and Small Conference Room in the 1301 building from 7:45 a.m. – 5:00 p.m. An additional \$100.00 charge will be billed for any rental period that exceeds 5:00 p.m. Another \$50.00 per hour fee will be added for rental periods that exceed 10:00 p.m. All renters will have to fill out a Facilities Use Form and submit it to NASB two weeks prior to the event. NASB reserves the right to reject a Facilities Use Form of any group at its sole discretion.

NASB MEMBER USE POLICY: NASB members and associate members may rent the NASB conference rooms free of charge, with the following exceptions.

- (1) An additional \$100.00 charge will be billed for any rental period that exceeds 5:00 p.m. Another \$50.00 per hour fee will be added for rental periods that exceed 10:00 p.m.
- (2) If a NASB member or associate member wishes to rent a NASB conference room to provide a service(s) that are in direct competition with services offered by NASB, the NASB member or associate member will be billed \$450.00 per day for room rental from 7:45 a.m. – 5:00 p.m. An additional \$100.00 charge will be billed for any rental period that exceeds 5:00 p.m. Another \$50.00 per hour fee will be added for rental periods that exceed 10:00 p.m.

HOURS: The conference room is available for rent from 7:45 a.m. – 10:00 p.m. daily. A NASB staff member must be present during any rental period. See “Rental Fees” above for fees and additional charges.

CAPACITY: Conference Room 30 people, Multipurpose Room 12 people, and Small Conference Room (1301 bldg) 8 people.

EQUIPMENT: Tables, chairs and some A/V equipment is available for use at no extra charge. Please specify on the Facilities Use Form your equipment needs.

ALCOHOL: Alcohol is not permitted and may not be served at any non-NASB event.

DAMAGES: The renter is responsible for any and all damages that occur as a result of the event. NASB will bill the renter for the repair or replacement charges of any damages.

INSURANCE: Renter shall obtain general liability insurance covering the day of the event in the minimum amount of \$1,000,000. A certificate of insurance and a policy endorsement naming NASB as an additional insured on the policy shall be provided to NASB at last three business days prior to the event. If NASB does not receive required certificate of insurance, the Rental Agreement will be terminated and the Renter's fee will be returned, in full.

FOOD/BEVERAGE: NASB can provide coffee, pop and water, if needed. Beverages are billed at the rates listed below. Renter may also use an outside caterer or bring their own food and non-alcoholic beverages. Renter is responsible for all clean-up. A cleaning bill may be charged if clean-up of food and beverages does not occur.

Coffee:	\$0.75 per K-cup
Pop:	\$1.00 each
Water:	\$0.75 each

PARKING: Limited parking is available in the NASB lot, however, on street parking is available on 14th Street. Based on lot usage, street parking may be the only parking option.

LIABILITY/SAFETY: Users of facilities must comply with all applicable city, state and federal laws, as well as applicable NASB rules and regulations. NASB cannot assume liability for possible injury to persons or property resulting from use of the facility or event. Renter and all additional users of NASB facilities agree to indemnify and hold harmless NASB from any and all damages or liability arising in connection with or related to the rental of the facility.