

## 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 use policy stated below. All non-NASB groups will be billed \$100.00 per day for the John Bonaiuto Conference Room or \$50.00 per day for Suite 300 Conference Room 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., for either conference room. In addition, rental periods that exceed 10:00 p.m. will be charged an additional \$50.00 per hour fee, for either conference room.

**NASB USE POLICY:** NASB members and associate members may rent the NASB conference rooms free of charge, unless the use of the NASB facility is to conduct trainings or hold conferences that are in direct competition with the services offered by NASB. 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. 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.

**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:** John Bonaiuto Conference Room: 40 people. Suite 300 Conference Room: 10 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:	\$6.00 pot
Soda:	\$0.50 each
Water:	\$.075 each

**PARKING:** Limited parking is available in the NASB lot, however, on street parking is available on 14<sup>th</sup> 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.