



MEETING FACILITY RENTAL AGREEMENT

(Effective May 1, 2008)

The Lamoille Area Professional Development Academy (LAPDA)

The Lamoille Area Professional Development Academy's meeting facilities are available for rent to professional groups that conduct meetings or trainings, Monday through Friday from 8:00 AM - 7:00 PM (See special considerations for evening sessions below). Meeting facilities includes a room that can accommodate up to a maximum of 50 participants, on crescent round tables.

Rates

The meeting room will rent at \$200/day and \$100/half day.

Supplies and Equipment

LAPDA will provide overhead projectors and screens as part of the rental charge. General meeting supplies, such as pens, pencils, pads, and sticky notes etc. are available at a rate of \$15/day. A coffee maker and water cooler with cold and hot water is available at no charge. Coffee, tea, sugar, creamer, etc. must be provided by the renter.

Copying is not available. Please make all copies of handouts before you arrive.

Rules

The following rules govern use of meeting space in LAPDA. Renting organizations agree to abide by these rules as a condition of use. Violations may result in revocation of rental privileges.

1. The LAPDA meeting facility is equipped with tables and chairs that may be re-arranged provided the renting organization returns the room to its original configuration. Renters are entirely responsible for their own set up; LAPDA staff is not available to assist with this function.
2. Meeting activity is restricted to the rented conference room area. Meeting materials, such as tables, handouts and food, may not be set up in the hallway.
3. LAPDA or the landlord, 250 Main Street Associates, LLC, shall not be liable for personal property left on the premises and shall be indemnified from and held harmless by Renter for any injuries to persons or property of Renter, its guests, representatives, invitees, licensees, contractors, and/or employees. Renter must provide a certificate of general liability insurance in an amount not less than \$1,000,000 per occurrence to LAPDA before the date of the event.
4. Food and only **non**-alcoholic beverages are allowed. Renter must sign for any delivery of their catering orders and are responsible for all set up and clean up. LAPDA will not place orders with caterers.

5. Meeting participants must enter LAPDA through the main door. Entering LAPDA through the side door or back door is not permitted. The renting organization is responsible for communicating this to its meeting participants.
6. Use of phones, desks or any other items in the offices of LAPDA staff members and/or its sub-tenants is prohibited without prior approval.
7. To minimize confusion, LAPDA requires that each renting organization designate one person to handle all communications and transactions with LAPDA.
8. All trash must be placed in outside dumpsters at the far end of the parking lot. A new plastic garbage bag must be put in the garbage container for the next user. Plastic bags are in the buffet.
9. ALL tables (including buffet and serving tables) must be wiped off. There are wipes in the buffet.
10. Room must be vacuumed (the vacuum is in the closet. Contact LAPDA in Suite 202, if it is not there.)
11. Tables and chairs must be arranged in the same arrangement as you found them.
12. Thermostat: In the winter, turn the thermostat to 50.
 In the summer, turn the thermostat OFF.
13. Turn all lights off. The recessed light switches are in the little room by the "back" door. Please make sure you turn the closet light off and don't leave it on.
14. LAPDA reserves the right to assess a damage/cleaning fee if the meeting facility or its equipment has been damaged or otherwise not returned to its original condition.
15. Alcoholic beverages are NOT allowed in the building or on the grounds.
16. No smoking shall be permitted in any part of the building.
17. Evening sessions:
 - a. Renting organization is responsible to ensure the front door is closed and locked.
 - b. All equipment and lights shall be turned off before leaving.
 - c. Telephones are not available when the LAPDA office is closed. We encourage you to bring a cell phone.

Reserving Meeting Space

Please complete the Application for Meeting Space on our webpage at www.lapdvt.org. If your request can be accommodated you will receive written confirmation of the reservation from LAPDA staff.

Payment

LAPDA accepts checks as payment. We also accept payment on PayPal that will include a 3% handling fee. All room rentals must be finalized and paid for one week before the scheduled meeting.

Confirmation & Cancellation Policies

Once the completed application and payment are received, LAPDA staff will confirm the reservation in writing via fax or email.

Requests to cancel reserved meeting space must be received in writing. Adequate notice constitutes five (5) business days for cancellations of the meeting space. When there is adequate notice, the renting organization will be assessed a \$50 administrative fee. When there is NOT adequate notice, the renting organization will be charged the full room fee. However, if the space is re-rented after the cancellation, only the revenue not realized by the subsequent rental will be charged.

If a cancellation is due to a regional or national disaster, including extreme weather conditions, the renting organization will receive a full refund of any monies paid or may elect to apply said funds to a future rental, provided the renting organization can be accommodated.