

# JEWISH FAMILY & CAREER SERVICES

2821 Klempner Way 502.452.6341

(corner of Cannons & Dutchmans Lanes)

Louisville, KY 40205

www.jfclsouville.org

502.452.6718

## Meeting Room Use Agreement

Organization Requesting Use: \_\_\_\_\_

Name of Person Responsible: \_\_\_\_\_ Request Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

Description of event \_\_\_\_\_

Estimated # in Attendance: \_\_\_\_\_

Organization's Registration Deadline \_\_\_\_\_

### ROOM(S) REQUESTED (Price per four hours maximum)

_____ <b>Board Room</b>		<b>\$200</b>
_____ Theater Style	100 chairs – CHAIRS ONLY – NO TABLES	
_____ Horseshoe Style	13 tables, chairs outside only – 28 total	
_____ Horseshoe Style	13 tables, chairs on inside & outside – 42 total	
_____ Large Rectangle	18 tables, 40 chairs, chairs outside of rectangle	
_____ C-Shaped	11 tables, 24 chairs	
_____ Classroom Style	24 tables, 44 chairs, 6 rows, 4 tables/row	
_____ <b>Multi-Purpose Room</b>		<b>\$150</b>
_____ Theater Style	43 chairs – CHAIRS ONLY – NO TABLES	
_____ Horseshoe Style	10 tables – 24 chairs – outside only	
_____ Horseshoe Style	10 tables – 34 chairs – inside & outside	
_____ Classroom Style	12 tables, 32 chairs, 4 rows, 4 tables/row	
_____ <b>Large Classroom</b>		<b>\$100</b>
_____ Theater Style	28 chairs - CHAIRS ONLY – NO TABLES	
_____ Horseshoe Style	6 tables, 15 chairs, outside only	
_____ Classroom Style	11 tables, 26 chairs, 4 rows, 2/3 tables/row	
_____ Rectangle	8 tables, 20 chairs, 5/ea. Side	

\_\_\_\_\_ **Small Classroom** **\$ 75**  
 \_\_\_\_\_ Theater Style 25 chairs – CHAIRS ONLY – NO TABLES  
 \_\_\_\_\_ Classroom Style 18 chairs, 9 tables, 4 rows  
 \_\_\_\_\_ Group Room 16 chairs in circle formation

\_\_\_\_\_ **Seminar Room** **\$ 50**  
 \_\_\_\_\_ Theater Style 15 chairs – CHAIRS ONLY – NO TABLES  
 \_\_\_\_\_ Classroom Style 12 chairs, 6 tables, 2 rows  
 \_\_\_\_\_ Group Room 18 chairs in circle formation

**Do you need a registration table?** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**  
 (Please note: This table must be in the lobby near the vending machines.)

**Caterer:** \_\_\_\_\_

**Catering Contact Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
 (NOTE: Food should come prepared, with plates, cups, utensils, etc.)

**Other Deliveries:** (training supplies, registration materials, etc.)  
 What & When: \_\_\_\_\_  
 \_\_\_\_\_

**Chargeable Items:**

- ❖ **Security Reservation Charge: \$50** (Required for all functions after 5 p.m. weekdays and anytime on Saturday night or Sunday.) If reservation cancelled no later than 72 hours before event, 100% of charge will be refunded. If cancelled less than 72 hours before event, no amount of charge will be refunded.
- ❖ **Other charges** may be assessed if damage or destruction to property should occur.

**OTHER CONDITIONS**

1. **No tape or pins are allowed on the walls.**
2. **Flip chart stands can be provided. Markers and pads are not provided. White boards are available in all rooms.**
3. **Copier services are not provided.**
4. **Smoking is allowed outside the building only.**
5. **Approximately 100 parking spaces are available on Saturday and Sunday and in the evenings after 4:00 p.m. in the main parking lot beside the building on Dutchmans Lane. Additional parking is located across the street at the Jewish Community Center.**

6. JFCS reserves the right to deny the usage of the facility by any group.
7. **Audio Visual Equipment:** JFCS does not provide AV equipment. In order to insure that you have the equipment that you need for your event you need to either: 1) bring your own equipment, or 2) rent equipment from an outside vendor at your own expense. Staff will not be available to assist in the set-up of PC/laptop connections nor in the operation of equipment you bring or rent.

\_\_\_\_\_ *Do not need AV equipment* \_\_\_\_\_ *Will bring/rent equipment*

8. If you desire to serve wine at your event, advance permission must be granted by JFCS, and a licensed caterer will be required to serve the drinks. No cash bar will be permitted.

*No alcohol will be served* \_\_\_\_\_ *(please initial appropriate line)*

*A licensed caterer will be serving alcohol* \_\_\_\_\_

9. **Indemnity Clause:** The undersigned organization shall indemnify and hold harmless JFCS, the Board of Directors, and its agents and employees, from and against all claims, damages, losses, liability or expenses including attorney fees, resulting from any act or omission of said organizations or any officer, employee, guest, invitee or visitor of said organizations/individuals in or about the facilities provided; however it shall not be liable for injuries caused by the negligence of JFCS. JFCS shall not be liable for any injury to or the death of any person, or any loss of or damage to property, sustained by said organization/individuals or any other person whatsoever, arising out of its use of the facilities and which may be caused by the facilities or any appurtenance being out of repair, or the bursting or the leakage of any water, or by theft or by any act of neglect or any other tenant or occupant of the facilities or of any other person, or by any other cause of whatsoever nature, unless caused by the negligence of JFCS.

10. **Repair:** The undersigned shall maintain the rooms reserved or used by it, and the contents therein, in the same condition as delivered to it and shall promptly repair, at its expense, any damage to said rooms or contents occurring during the time said rooms are reserved or used by it, regardless of the cause of such damage (i.e. tearing of wall surface, damage to carpets or furniture). Any damage charges will be billed to the organization.

11. **Clean up after meetings:** The user organization agrees to leave the meeting room in the same condition it was in prior to the meeting. Therefore any meeting materials, food and food containers will be removed from the building or placed in the available trash receptacles.

12. **Forfeiture of Future Use of Building:** The undersigned organization shall, upon execution of this form, adhere to all rules for the usage of the meeting rooms, and pay for security for evening or weekends. The undersigned will be responsible for leaving the facility in the manner in which it was received. In the event of a default by said organization/individual in the performance of its obligations hereunder, the future requests for reserving of the meeting rooms by undersigned may be denied. If the room(s) is damaged, JFCS retains the right to have all damages paid by the undersigned.

To reserve this date, please return signed agreement. JFCS will notify you if your request has been approved and forward a "Summary of Charges" to be completed. This reservation will be considered confirmed upon our receipt of the executed agreement and advance payment of charges for security. Cancellations must be received at least two (2) workdays prior to the meeting time or advance payments will be forfeited. Any "no show" occurrences without notification may result in future denial of room use.

Charges are due within thirty days of approval of the meeting or two weeks prior to the meeting date, whichever is first.

The undersigned has read and agrees to be responsible for adherence to the terms of this contract by the organization, his or her group:

\_\_\_\_\_

Authorized Organization Representative Signature

Printed Name

\_\_\_\_\_

Date

Upon completion of this usage agreement,

PLEASE FAX TO JFCS FOR APPROVAL:

502.452.6718

FOR OFFICE USE

\_\_\_\_\_ DATE RECEIVED

INITIALED BY: \_\_\_\_\_

\_\_\_\_\_ APPROVED

\_\_\_\_\_ DENIED

DATE NOTIFIED: \_\_\_\_\_