

**Upper Loup NRD
Learning Center User Agreement**

DATE: _____ DATE(S) TO BE USED: _____

ORGANIZATION: _____

NAME OF REPRESENTATIVE: _____

E-MAIL ADDRESS OF CONTACT PERSON: _____

ADDRESS: _____

CITY & STATE: _____ PHONE: _____

PURPOSE OF BUILDING RENTAL: _____

ESTIMATED SIZE OF GROUP: _____ BUILDING NEEDED FROM _____ AM/PM TO
_____ AM/PM

Room equipped with mobile dry erase white board, 12 six-foot flip tables, 36 sacking chairs, and 16 rolling chairs. 3 six-foot folding tables, 7 eight-foot folding tables and 30 metal folding chairs are also available. Internet access, data projector and T.V. monitor available upon request.

Base "USE" Fees: Schools and Non-Profit Groups there is NO CHARGE (Donations accepted).
Private use: Suggested donation of \$ 100.00 and proof of insurance.

Deposit: Schools and Non-Profit Groups NO DEPOSIT required.
Private use deposit is: \$ 50.00 Returned to user once room has been inspected.

Hours of Availability: 7:30 am (CT) to 11:00 pm (CT), 7 days a week. Arrangements for unlocking the facilities must be made in advance.

The user agrees to hold the Upper Loup NRD harmless from any claim or demand arising out of use of the building by the user or any claim or demand by any persons upon the premises by reason of the activity of or by invitation of such user, and the user agrees to repay and reimburse the Upper Loup NRD for any expenses incurred by the Upper Loup NRD in defending such claim.

The undersigned, on behalf of the application agency/organization, acknowledges the guidelines of the District's Conference Room as contained on this form, and hereby agrees to be bound by them as conditions of use.

Signature: _____ Date: _____

Title: _____

“User” Rules

The Upper Loup NRD does not carry insurance for the protection of the using group.

The Upper Loup NRD reserves the right to refuse anyone failing to meet the conditions set forth in this agreement. All youth groups must have adult sponsors in advance.

Responsibility for damage to room or contents, including repair or replacement of damaged materials or equipment, will be the responsibility of the user. The District is not responsible for damaged, lost or stolen property and will not assume responsibility for any property of the user.

The user group shall under no circumstances make any alterations or modifications to the facilities.

NO ALCOHOL, SMOKING or CHEWING TOBACCO allowed in the room.

No animals allowed in the room unless a trained service animal.

No straw, hay or other excessive dust-causing materials will be allowed in the building.

No decorations pasted, nailed or screwed into the walls or ceiling tiles.

Meals may be brought in or catered. The Upper Loup NRD is not responsible for catering, ordering or picking up meals. Users will have access to kitchenette which includes a microwave, refrigerator, coffee pot and large water coolers are available upon request. Coffee, condiments, and other items stored in cabinets and refrigerator are property of the NRD and NOT for public use.

It is specifically understood that the scheduled user shall not assign, sublet or permit any other person or persons to occupy the meeting room.

Custodial charges will be added if applicable. Setup and cleanup are to be within the time you have building scheduled. Nothing should be left in the building after scheduled time.

Use fees are for the building and supplies, utilities, management and for normal maintenance, scheduling, and do not include setup and cleanup. If user does not comply with any of these rules, they forfeit their deposit or may be charged extra.

Cleaning: Meeting room and bathrooms should be left in the condition prior to rental.

- * Tables and chairs wiped down as needed and set up in the original way.
- * Floor swept and mopped as needed.
- * Empty trash can, replace with new trash bag and place full one in appropriate outside dumpster.
- * Recyclable materials collection containers the Upper Loup NRD staff will take care of.
- * Bathrooms cleaned as needed and trash placed in appropriate outside dumpster.
- * Outside grounds need to be picked up and left in original way.