

The ConnectU ROOM RENTAL REQUEST

Applicant Information:

Name of Organization _____

Orgz Address _____ City/Zip _____

Name of Contact _____

Contact Number _____

Contact E-mail Address _____

Description of Event _____

I have read a copy of the rental policies & procedures. I have agreed to the terms and conditions listed.

Rental Information:

Date(s) Requested _____

Type of Activity _____

Estimated Attendance _____

Rental time (include set up/clean up) _____ am / pm to _____ am / pm

****You will be charged for anytime that you require over/above your rental time at a rate of \$6.25/15 min****

Special Requests _____

Will there be food + beverage? Yes No

Connect Staff Use ONLY:

Copy of Rental Agreement, Policies and other docs was given to renter

Total Fee _____ Due by _____ Payment Date _____

Deposit Date _____ Cash/Check Amount _____ Check # _____

Staff Signature _____

Deposit Returned Date _____ Staff Initials _____

Comments/Notes of Space _____

The ConnectU

ROOM RENTAL TERMS & CONDITIONS CONTRACT

The ConnectU space is available for use on a rental basis for events centering education, individual advancement, entrepreneurs and youth programming. A list of disapproved events and uses is included in the 'restrictions' sections of the agreement. Connect/U and its building partners activities and programs will take priority over all other bookings. Rental approvals are at the full discretion of the Connect/U management, and requests may be denied at any time, for any reason.

While The Connect/U staff and other services will have the room set up and cleaned other things that are included in the price of the rental include: use of WIFI, heating/cooling, professional cleaning services, use of equipment in the room; which include but is not limited too: flat screen TV, mobile lectern, electrical cords, chairs and tables.

There is ample parking at The Accelerator, if the lot to the North of The Connect is full; there is on-street parking further North on the hill as well as along the East of the building along 30th street.

By using the ConnectU space individuals and their guests agree to comply with all applicable rules, policies and procedures as determined by The Connect Administration and all federal and state laws ad standards. You may obtain a full copy of all The Connect policies and procedures from the front desk or request a digital copy.

Renter's Responsibility

The Organization or individual renting the space is responsible for their personal set-up, general clean up, and ensuring the premises and items are properly in place after use. If the event exceeds the terms of the rental contract, the renter will be charged \$6.25 per 15 minutes and staff over time charges. The Connect/U staff will not accept any deliveries on behalf of the renter, it is the renter's responsibility to be present for deliveries and make arrangements for deliveries to be there within time.

The Connect/U staff is not responsible for managing RSVPs for your event. All events that will be held in The Connect/U must be free to attend for all patrons taking part in. Space in The Connect/U is limited to 100 people (standing room), and The Connect/U staff reserves the right to enforce this by turning away guests that are in excess of that number.

The renter shall:

- pay the full cost of the rental prior to the event start;
- provide a refundable deposit in the amount of \$150 in addition to a completed agreement;
- pay the cost of any additional damage not covered by the \$150 damage deposit that resulted from the use of the premises by the renter or any of their guests;
- not construct, erect or attach any fixture to the floor, ceiling or walls;
- maintain the meeting room in a neat and tidy condition;
- remove all items that were brought in by the renter, if not they will be thrown away 72 hours after the event;
- monitor their guests to ensure they are following all policies and do not breach law, regulation, bylaw, or rule;
- release The Connect/U from any responsibility or liability whatsoever that may arise out


of The Connect/U failing to provide the premises or any services to the premises under the terms of this agreement;
comply with all applicable regulations respecting fire/severe weather safety and other matters, and shall be responsible for the conduct of all persons on the premises during the period covered by the facility contract;
keep the occupancy level below 100 people;
have the property cleaned and vacated by 9:00pm.

The renter agrees to notify the Connect/U staff of any condition that may render the premises or equipment unsafe for use, and if the Connect/U is unable to correct the condition, then the staff has the right to cancel the use of the premises until the condition is corrected.

It is the renter's responsibility to obtain security if it is needed for the event. When security is required for events, The Connect/U request renters utilize 4 Horseman Security for all security purposes. 4 Horsemen Security can be contacted at:

402-885-3441 | Goynes3@aol.com | www.4horsementraininggroup.com

To find out if your event requires security please contact Kashya Burrell at 402-502-2770 or kashya@seventyfivenorth.org

**Initialing here indicates you have read and agreed to the above terms:* 

Food + Beverage

All food and beverages must be approved before being brought into The Connect/U. The Connect and its administrator's reserve the right to reject or deny any food accommodations. Please speak to Kashya Burrell at kashya@seventyfivenorth.org or 402-502-2770 for any questions related to food and beverage.

Restrictions


The Highlander Development is a smoke-free property. This includes outdoor spaces, parking lots on both the residential and commercial side of the property. It is the responsibility of the individual to notify and monitor all guests to ensure the smoke-free policy is adhered to.

Restricted events: dances, receptions, dinners, parties, conventions, large conferences, trade shows, publicized political events/activities, religious activities and Group meetings that discourage or prevent members from visiting The Connect or represent The Connect and its building partners in a manner that may disrupt operations. Charging attendees a fee or encouraging donations is **not** allowed.

No canvassing, gambling, selling, soliciting, panhandling, or any behavior that disturbs or intimidates others is not allowed. The sale of goods or services, or meetings that survey or solicit the opinion of our members is not allowed.

No staples, tacks, pins or nails may be used to affix decorations or any other objects. No adhesive tape of any kind can be used on the walls, furniture or carpet. No glitter, birdseed, confetti, or burning objects.

Please read a copy of the Code of Conduct for unacceptable behavior and consequences for not adhering to as well as our policy for unattended children.

**Initialing here indicates you have read and agreed to the above terms:* 

Deposit, Payment and Cancellation Policy

At the signing of the agreement the renter will provide a security/damage deposit in the amount of \$150. This deposit will serve as a security that the renter will comply with all the terms of this contract. If damage were to be come to The Connect premises or its properties The Connect/U administration may be able to keep all or part of the deposit to cover damages. If repairs or replacement costs exceed the amount of the damage deposit; the individual or organization will be responsible for the excess amount, and charges will be made. The deposit can and will be returned only after inspection reveals there is no damage, wear and tear, or extra cleaning required.

The final balance is due one week before the scheduled date. Should an event need to be cancelled we ask that the renter cancel within 24 hours of the event. In the event that a reservation may need cancellation, 50% of the deposit will be returned.

**Initialing here indicates you have read and agreed to the above terms:*

SIGNATURES

I, the undersigned, acknowledge that I have read, understand and agreed to be bound by the Rental Agreement, the Terms and Conditions and if applicable all other Connect policies. I am authorized to sign on behalf of the organization.

Printed Name of Authorized Applicant _____

Signature of Authorized Applicant _____

Date _____

The Connect staff has collected the following:

- Rental Request Form**
- Signed Agreement**
- \$150 Damage Deposit in addition to rental payment**
- Final Payment (Full Rental Payment)**

Connect Staff Signature _____

Date _____

CODE OF CONDUCT

The Connect is committed to preserving a friendly, safe and welcoming environment for learning, creating, program participation and idea exploration for all, regardless of gender, sexual orientation, ability, ethnicity, socioeconomic status and/or religion (or lack thereof). Visitors and their guests are to comply with the outlined expectations. Consequences for unacceptable behavior will be listed in our *Behavior Policy*. We invite all to help us create a safe, positive environment for everyone.

Behavior Policy

The following behaviors and actions must be followed in order to participate and use The Connect space:

- Respect one another, including staff and community members.
- Use electronics in a manner that is not disruptive to others; low volume or headphones
- Be considerate of fellow users; do not harass, intimidate or disturb them.
- Use restroom facilities properly.
- All personal items must fit under a chair and must not be left unattended.
- Leave furniture where you find it.
- Leave animals at home. The only exception to this is for registered service animals.
- Appropriate dress is required (shirt and shoes).
- Food and meals are not allowed, unless staff sponsored event; small snacks are allowed and drinks covered with a lid are permitted
- Children under the age of 11 should not be left unattended
- Refrain from demeaning, discriminatory or harassing behavior and speech.
- Be mindful of your surroundings and of your fellow users. Alert staff if you notice a dangerous situation, someone in distress or violations of this CoC, even if they seem inconsequential.

The following behaviors and actions will not be tolerated:

- Do not deface, damage or destroy materials or property.
- Weapons of any sort. Threatening or harmful objects are not permitted.
- The use of tobacco products in any form, including electronic cigarettes, juuls, vapes and any other 'alternative' product is not permitted on premises
- Alcohol and illegal drugs are not allowed anywhere on The Connect property.
- No soliciting, panhandling, selling, canvassing or behavior that disturbs or intimidates others
- No excessive public displays of affection
- Fighting
- Violence, threats of violence or violent language directed against another person.
- Sexist, racist, homophobic, transphobic, ableist or otherwise discriminatory jokes and language.
- Posting or displaying sexually explicit or violent material.
- Posting or threatening to post other people's personally identifying information ("doxing").

- Personal insults, particularly those related to gender, sexual orientation, race, religion or disability.
- Inappropriate photography or recording.
- Inappropriate physical contact.
- Unwelcome sexual attention. This includes sexualized comments or jokes; inappropriate touching, groping and unwelcome sexual advances.
- Deliberate intimidation, stalking or following (online or in person).
- Advocating for, or encouraging, any of the above behavior.
- Sustained disruption of programs and events, including talks and presentations.

Other prohibited actions are outlined in ‘The Connect Membership Terms of Use Agreement’ these limitations should also be followed while in The Connect/U space.

Consequences for unacceptable behavior and actions:

Anyone participating in unacceptable behavior, including guests will be asked to stop and is expected to comply immediately. Connect staff may take action they deem appropriate, up to and including **removal from the building or permanent Band and Bar from the building.**

Reporting Guidelines:

If you are subject to or witness unacceptable behavior or have any other concerns, please notify staff as soon as possible. Additionally, Connect staff is available to help users engage with local law enforcement or to otherwise help those experiencing unacceptable behavior feel safe.

Addressing Grievances:

If you feel you have been falsely or unfairly accused of violating this Code of Conduct you should provide staff with a concise printed description of your grievance. Upper management will review your case and will notify you of the concluding decision.

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Unattended Children Policy

The Connect welcomes children to use its facilities and services. Children, under the age of 13, should not be left unattended in the Connect. We ask that the responsible party remain within sight of the child. Parent/guardian or assigned chaperone is responsible for children's behavior. Connect staff cannot assume liability for children's safety and behavior. Parents, responsible party, or the appropriate authorities may be contacted if any children under the age of 13 are left unattended at the Connect.

Responsibility for children using the equipment and electronic devices rests with the parent/guardian or assigned chaperon, not with The Connect staff personnel. Parents are advised to supervise their children's sessions and are responsible for their children's use or misuse of The Connect resources.

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Violations of our Code of Conduct could result in loss of technology device privileges (computers, laptops, tablets, etc.) as well as removal from the property or a temporary/permanent Ban and Bar from the building. Unlawful activities will be referred to the appropriate legal authority and will be dealt with in a serious and appropriate manner. If you do not agree to be bound by all of the above expectations do not access or use the Service.

SIGNATURE

FULL NAME

MEMBER NUMBER

DATE

STAFF ID VERIFICATION