

FACILITIES RENTAL AGREEMENT

Educational Technology Center

Knox College – Carl Sandburg College – C.U.S.D. #205
 1150 W. Carl Sandburg Drive, Galesburg, IL 61401
 Contact: Krisa Creech, Business & Community Education Coordinator
 309-344-1631 kcreech@sandburg.edu

Policy - The Educational Technology Center (ETC) may be rented by proper execution of this Facilities Rental Agreement. Approval of rental requests will depend upon availability of the requested facilities and whether the proposed use could interfere with operations or instructional programming.

Procedure - Call or email to check availability. Fill out form and attachments as instructed. Submit at least one week prior to scheduled date. Advise at least one week in advance any special requirements for the event. Contract payment will be billed upon completion of the program.

User Categories- The ETC Board has authorized rental of facilities to three categories of users.

1. Employees of Knox College, Carl Sandburg College or C.U.S.D. #205 using the facility for functions within the scope of their employment to benefit students or other employees.
2. Pre-approved affiliate entities of the ETC such as the Knox County University of Illinois Extension Service.
3. All other outside entities (including all for-profit companies.)

Forms & Fees- The ETC Board requires the following submissions and charges

Rental Category	1	2	3
Agreement	None	Submit	Submit
Tax Exempt Letter	None	Submit	As Needed
Insurance Certificate	None	Submit	Submit
Rental Fee	None	1/2 Fee	Fee

Tax Exemption Letter - Renter's claiming tax exempt status must attach a copy of the letter issued by the Illinois Department of Revenue which confirms that status. The letter must be issued to the Renter in the Renter's name and the status must be current.

Insurance - Renter's in categories two and three must attach a Certificate of Insurance naming the Educational Technology Center, Knox College, Carl Sandburg College, C.U.S.D. #205 and their Boards of Trustees or Directors as additional insured, noting that the ETC's own insurance coverage will be considered secondary for all claims incurred during the rental period. The Certificate of Insurance must be an amount no less than \$1,000,000.

Rental Fees

NAEIR Classroom	20-30 Capacity	\$35 per hour
Wells Fargo Conference Room	20-40 Capacity	\$35 per hour
OSF St. Mary/XEROX Computer Room	15 Station	\$60/hour or \$75/hour with instructor
Gallatin River Computer Room	25 Station	\$100/hour or \$125/hour with instructor
Break Room	20-40 Capacity	\$20 per hour
Coffee	Serves 8	\$4 per carafe
Copies		\$.25 each

Conditions

1. The ETC reserves the right to determine the suitability of requested facilities.
2. The following is prohibited upon property: tobacco (in any form), alcohol, dangerous drugs, chemicals, or weapons.
3. At the end of the rental period, it is the responsibility of the renter to leave facilities in the same condition as they were in at the start of said period. The ETC reserves the right to employ its own custodians to ensure this condition is met and to charge the renter at a price of \$20 per hour if this condition is not met.

