National Safety Council
NEBRASKA CHAPTER

NATIONAL SAFETY COUNCIL, NEBRASKA CHAPTER

Conference Room
RENTAL POLICIES

National Safety Council, Nebraska Chapter (NSCN) is pleased to make available several conference room options. Rooms will accommodate between 30 and 70 people classroom style. Rooms are equipped with tables, chairs, and audio/visual equipment.

All reservations and agreements are made upon and subject to the rental policies of NSCN, and the following conditions:

ROOM RENTAL RATES

	½ Day	***Day***
Classroom 1 Seats 25-30	$125	$175
Classroom 2 Seats 20	$100	$150
Classroom 3 Seats 15-20	$100	$150

EVENT COORDINATOR

Contact Heather Watts, 3270 Folkways Blvd, 1st Floor, Lincoln NE 68504. Phone: 402-898-7341, E-mail: **hwatts@safenebraska.org**.

RENTER CONTACT INFORMATION

All RENTERS must provide a person who will be directly responsible making all arrangements and for the billing thereof, and should be in attendance. If the person is unable to attend, there should be an on-site contact designated on the Reservation Request form.

PUBLIC SPACE

The NSCN Conference Room normal rental hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Patrons should confirm availability beyond these hours with NSCN staff contact. NSCN staff reserves the right to limit the occupancy of the Conference Room. If attendance exceeds the maximum occupancy for the room NSCN staff reserves the right to enforce the maximum occupancy rules.

SMOKING:

NSCN is a smoke free building. However, smoking is permitted outdoors, away from the entrances.

FOOD AND BEVERAGE POLICY:

NSCN does not provide food and beverage services however, vending machines are available and Renter can arrange for catering onsite. Please note that alcoholic beverages are prohibited on all NSCN property. **All food and beverage related items must be removed from classroom and disposed of from building prior to the group's departure. (A trash bin is located at the back of building. Adequate trash receptacles will be available for the group's use inside classrooms. Additional trash liners are located in bottom of receptacle for replacement.)** Additional fee of $30.00 per hour will apply if cleanup is not performed by the group with a minimum of 1-hour charge.

MUSIC AND SPECIAL EQUIPMENT

Renter must have prior approval for all details of the entertainment, music and/or special arrangements from the NSCN staff contact. Special equipment that has not been approved by NSCN will not be permitted, including but not limited to any materials that are to be affixed to the walls. In the event this is done without our authorization, any damages will be billed to the renter.

AUDIO VISUAL EQUIPMENT

Audiovisual equipment is available in the Conference Room. Computers and projectors are set up in each classroom. We do not provide equipment to hold virtual meetings. You may bring audio visual or other electronic equipment subject to NSCN approval. However, NSCN does not have staff available to help with loading or set-up of outside equipment. Additionally, NSCN is not liable for damage or loss as stated in the "Damages/Security" section.

DAMAGES/SECURITY/STORAGE

Renter agrees to be responsible for any damages done to the premises or any other part of the Conference Room by the Renter, his/her guests, employees or any other agents during the period of time such person(s) are under the Renter's control, or the control of any independent contractor hired by the Renter.

NSCN will not assume any responsibility for damages or loss of any merchandise or articles left in the Conference Room prior to, during or following the Renter's function.

Renter's material or equipment for presentations at the NSCN Conference Room may be temporarily stored at the Conference Room upon prior approval of NSCN.

BILLING

Rental fees are due prior to the actual meeting date. All miscellaneous charges will be invoiced after the date of the function and are due upon receipt.

CANCELLATIONS

NSCN would appreciate early notice of your group's cancellation. The following cancellation penalties will be applied.
Cancellations made: (a) More than 7 calendar days prior to the meeting – no penalty; (b) 3 calendar days to 7 calendar days prior to the meeting – 50% of room rental; (c) within 3 calendar days of the meeting – 75% of room rental.
If NSCN is not notified that the meeting has been cancelled, the group will be charged the full amount of the room rate.

AGREEMENT

By signing and returning the Reservation Request the Renter hereby agrees to these rental policies. Performance of this agreement is contingent upon the ability of NSCN to complete the same, and is subject to any causes, whether enumerated herein or not, which are beyond the control of NSCN. In no event shall NSCN be liable for the loss of profit or other similar or dissimilar collateral or consequential damages, whether based on breach of contract, warranty or otherwise. Renter agrees to conduct its event in an orderly manner in full compliance with applicable laws, regulations and NSCN policies.

KITCHEN

Catering is allowed in the room. You will need to supply your own coffee, food, and beverages. No alcoholic beverages.

PARKING: Parking is available at the NSCN location.

LIABILITY: Renter agrees to indemnify, defend and hold NSCN, and its directors, officers, employees and agents, harmless from any and all liabilities, damages, loss, costs and expenses arising out of third party law suits, claims of injury to persons or damage to property in connection with the activities held on the premises of NSCN Conference Room.

FORCE MAJEURE: The total performance of this agreement by NSCN and the Renter is subject to Acts of God, war, disaster, labor disputes, civil disorder, or other matters of an emergency nature that would make it illegal or impossible to provide the facilities and hold a successful event on the part of the NSCN or the Renter. The agreement may be terminated by either one or more of the conditions stated above in this paragraph, upon written notice by both parties without any penalty being imposed.

SEVERABILITY: The unenforceability or invalidity of any of the provisions of this agreement shall not affect the enforceability or validity of any other provision of the agreement.

HEADINGS: The headings in this agreement have been inserted as a matter of convenience. If there is any conflict between the headings and the text, the text will control.

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RESERVATION REQUEST

Each time you wish to reserve the NSCN Conference Room, please fill out this form. E-Mail or deliver a signed copy to NSCN's point of contact, Heather Watts 402-898-7341 or email hwatts@safenebraska.org. **No reservation can be confirmed until this form is completely filled out, signed, and returned.** Before you sign the form, make sure you have read National Safety Council, Nebraska Chapter Conference Room Rental Policies. I agree to use the room according to the policies.

Signed: _____ Date: _____

Name of Organization / Group: _____

Contact Name for Group: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Reservation Dates/Times:

Day _____ Date _____ Start Time _____ End Time _____
Day _____ Date _____ Start Time _____ End Time _____

Your Contact Numbers:

Work: _____ Cell: _____ E-mail: _____
Home: _____ Fax: _____

Other (or emergency) contact person:

Work: _____ Cell: _____ E-mail: _____
Home: _____ Fax: _____

Type of activity to take place in room:

Organizational / Staff Meeting Seminar Committee Group
Training Program Community Forum Other _____

Expected attendance: _____ Preferred Classroom: _____