

## Three Rivers Training Center Room Rental Policy

Classroom #	Capacity	TRMA Members	Non-TRMA Members
<b>1</b>	20 Classroom, 35 Theater	\$140	\$280
<b>2</b>	60 Classroom, 115 Theater	\$140	\$280
<b>3</b>	96 Classroom, 180 Theater	\$200	\$400

- After Hours Rental** All room rentals outside the hours of 6:30 a.m. to 3:00 p.m. will incur a \$30/hour charge for Safety Center staffing.
- Audio/Visual** A flip chart, computer/LCD projector, and VHS/DVD are included in the rental fee. Presenters **MUST** bring presentations on a USB Flash Drive. All other audio/visual equipment is the responsibility of the organization renting the space.
- Telephone** Phones are not available for use by meeting attendees.
- Clerical Services** Clerical, photocopying, fax, messaging and related services are not provided.
- Catering/Clean-Up** Catering and clean up are the client's responsibility. Alcoholic beverages may NOT be served.
- Tables/Chairs** Depending on the number of events scheduled and the size of regularly scheduled classes, the client may need to arrange for delivery and set-up of additional tables and/or chairs. This will be determined well in advance of your event and will be the client's responsibility. The staff will strive to meet your needs without incurring outside rental costs.
- To Make Reservations** Complete the attached form & fax to 815-744-3886. Payment via company check, purchase order, Visa/MasterCard/American Express must be received 7 days prior to the event or reservation cannot be guaranteed. Cancellations must be received ***in writing*** 7 days prior to the event in order to receive a refund. Additional charges (clean-up, carpet cleaning, etc.) will be billed net 30 days. ***TRMA reserves the right of refusal.***
- Personal Behavior** Foul, abusive, or inappropriate language, attendees suspected of being under the influence of drugs or alcohol, and weapons are not tolerated.
- Cleanliness** Attendees, clothing, & shoes must be clean.
- Harassment** No one will be permitted to harass others. Everyone has the responsibility to avoid any actions, implied or explicit, which may suggest harassment in any form.
- Tobacco-Free** Smoking and chewing tobacco are prohibited inside the building but are allowed outside in accordance with Illinois law.
- Following Use** Renters will return the room to the original set-up if tables, chairs, or other room contents are moved.

# Contractual Agreement for Room Rental - Three Rivers Training Center

## Complete form and fax to 815-744-3886 Phone 815-744-3884

Name of Company \_\_\_\_\_

Street Address \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_

\_\_\_\_\_ State \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Is your company a member of Three Rivers Manufacturers' Association?

Yes

No

Not Sure (please verify)

The attached form will describe the rooms available and the rental fees. Please indicate below which room(s) you would like to rent (i.e. Classroom # 1, 2, 3 or computer lab) and the dates and times needed.

I would like to reserve Classroom(s) # \_\_\_\_\_ on \_\_\_\_\_ Date(s)

From \_\_\_\_\_ to \_\_\_\_\_ for \_\_\_\_\_  
Beginning Time Ending Time Approx. # of people

We will require the following A.V. Equipment \_\_\_\_\_

Will you be using a catering service?  Yes  No (If "yes", who: \_\_\_\_\_)

### Payment Information:

We will be paying the rental fee by  Credit Card  Company Check  PO

What purpose will the room be used for? \_\_\_\_\_

### Please read the following and sign below:

*I have read and understand the attached Room Rental Policy and agree to the terms indicated. I certify that all information provided above is correct. I understand that this reservation must be confirmed and approved by the Three Rivers Training Manager. Reservations can be made no more than 60 days prior to the event. Priority will be given to TRMA members.*

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date