



Use of CSC Conference/Training Facilities

AVAILABILITY: Children's Services Council of Palm Beach County (CSC) Conference/Training Facilities are available for use by (i) CSC-funded agencies and initiatives, (ii) other nonprofit community groups, and (iii) governmental entities between 8:00 a.m. and 7:00 p.m. Monday through Friday and by special request for meetings that begin earlier or will run later. Users other than self-insured government agencies must be prepared to provide CSC with a General Liability Insurance certificate naming CSC as a certificate holder. All users must complete a Conference Room Use Agreement prior to receiving confirmation of a reservation.

TO MAKE A RESERVATION: Please send an email to trainingrooms@cscpbcc.org and include the following information:

- Name of your organization
- Your contact information
- Subject of your meeting/event
- Who is your audience?
- Who will be speaking?
- Type of event
- Date and times (from when, to when)
- Number of expected attendees
- Requested room set-up – You are free to rearrange tables/chairs to meet your needs
- Equipment needs – audio/visual

When reserving a room, please allow at least 48 hours to process your request. A CSC representative will contact you by phone or email within 48 hours after receiving your request. No reservation is complete until a signed agreement in that regard has been duly executed.

TO CANCEL A RESERVATION: To cancel or reschedule a reservation, please contact administrative services at (561) 740-7000 ext. 2195 between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday. As our Conference/Training Facilities space is in high demand, please provide at least two working days' notice of cancellation.

BEFORE/AFTER-HOURS EVENTS: For security purposes, before/after-hours events require a CSC employee to be present. CSC, therefore, needs advance notice of any meeting expected to begin before 8:00 a.m. or extend past 7:00 p.m. There will be a before/after-hours charge of \$50 per hour or the remaining portion thereof to cover operating costs. *There will be no charge for public use of Conference/Training Facilities between 8:00 a.m. and 7:00 p.m.*

NO WEEKEND RESERVATIONS: Due to security, staffing and other considerations, our Conference/Training Facilities are not available for use on weekends.

ACCESS MAY BE REFUSED:

Conference/Training Facilities may not be used to promulgate the goals of any political party or candidate, nor for sectarian purposes, and CSC reserves the right to refuse access to any Organization promoting such activities.

Conference/Training Facilities are not to be used to espouse hate or discriminatory activities, and CSC reserves the right to refuse access to any Organization promoting such activities.

CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY
Conference/Training Facilities Use Agreement

CSC grants to:

a governmental entity or nonprofit Organization ("Organization"), the use of CSC's Conference/Training Facilities as specified in Exhibit A, and at the dates and times set out therein, in the terms set out below.

Organization

The Organization specifically represents that it is a governmental or nonprofit organization.

The Organization agrees to reimburse CSC for any damage, loss or liability costs associated with the use of the Conference/Training Facilities by the Organization and/or its staff, volunteers, guests, agents or other individuals contracted by the Organization to provide any service or goods before, during and after its function.

Insurance

Any entity using CSC Conference/Training Facilities shall either be a self-insured governmental agency or have, at a minimum, Commercial General Liability coverage issued by a carrier reasonably acceptable to CSC, in an amount of not less than \$500,000 combined single limit bodily injury and property damage liability.

The Organization, at its own cost, shall be responsible for providing such insurance and shall name CSC as an additional insured on such policy with respect to the use of the Conference/Training Facilities as outlined in this Agreement. The Organization shall provide to CSC proof of such insurance by certificate or other evidence reasonably satisfactory to CSC, which shall be presented to CSC at least seven days prior to the use of the Conference/Training Facilities. If such evidence of insurance is not presented as aforesaid, use of the Conference/Training Facilities may be withheld by CSC at its sole discretion.

Liability

CSC shall not be liable for any damage or injury that may occur to individuals using the Conference/Training Facilities or to any property belonging to the Organization or the Organization's employees, members, guests or others in any way connected with the Organization using the Conference/Training Facilities or for any other damages of any other kind or nature, for any cause whatsoever.

Indemnity

The Organization specifically releases CSC from and agrees to defend and indemnify CSC, its governing board members, employees, and agents against any and all liability, cost, expenses, causes of action, and claims for any loss, damage or injury to person, property or otherwise arising out of or resulting from said use by the Organization, its employees, members, guests or others connected with the Organization of CSC's Conference/Training Facilities, including but not limited to court costs and reasonable attorneys' fees (at the trial, appellate and post-judgment level proceedings).

Rules and Regulations

The Organization agrees to comply with all the Conference/Training Facilities' rules and regulations as specified below:

- Conference/Training Facilities may be reserved up to three months in advance.
- Recurring meetings must be booked individually.
- The Organization may not book a room for fewer than six people.
- Meetings, trainings and breaks must not be disruptive to other groups or staff. Out of courtesy to others using the Conference/Training Facilities, noise levels should be moderated.
- Conference/Training Facilities may not be used to promulgate the goals of any political party or candidate, nor for sectarian purposes, and CSC reserves the right to refuse access to any Organization promoting such activities.
- Conference/Training Facilities are not to be used to espouse hate or discriminatory activities and CSC reserves the right to refuse access to any Organization promoting such activities.
- A charge of at least \$75 will be assessed in the event that special cleaning is required as a result of the Organization's use of the Conference/Training Facilities. The cost will be the greater of \$75 or the actual cost of clean-up.
- No alcoholic beverages are permitted on CSC property.
- The Organization must bring its own materials such as markers, pencils, pens, paper, etc. CSC does not provide supplies or materials.
- CSC will not provide access to copiers or paper.
- Conference call and long distance services are not provided.
- The Organization will be permitted access to CSC's facility through the north lobby doors only. EXTERIOR DOORS ARE NOT TO BE PROPPED OPEN.

Room Set-up & Clean-up

- The Organization and/or its employees, volunteers or agents must set up Conference/Training Facilities table and chairs, and must return the Conference/Training Facilities to their original set-up at the end of the reserved time; lights must be turned off when leaving the Conference/Training Facilities.
- Only painter's tape may be used on walls, flip charts or metal tracks.
- Trash, debris, and food remnants must be placed in wastebaskets.
- The Organization will be responsible for paying for any necessary clean up or damage to the Conference/Training Facilities, including, but not limited to, markings on projection or Smartboard screens, furnishings, equipment or carpeting caused as a result of its event. Failure of the Organization to pay for such damage within 30 days following receipt of an invoice from CSC will subject the Organization to court costs and reasonable attorneys' fees (at the trial, appellate and post-judgment level) resulting from any action to collect the cost to repair the damage, whether or not suit is filed. Furthermore, failure to pay for such damages within 30 days following receipt of such invoice from CSC will result in the Organization being prohibited from further use of the CSC's Conference/Training Facilities.

- Smartboards are not to be used by the Organization. Other CSC technologies such as audio/visual equipment are available on a first-come, first-served basis. They must be reserved by the Organization when making its reservation.
- Only whiteboard markers are to be used on whiteboards.
- Dry erase boards must be cleaned after the event.
- Marking of any kind is prohibited on projection or Smartboard screens.
- Catered food may be served only from designated areas. (Please ask the CSC representative for those locations when applying.)

Additional Services

- A CSC representative will reserve necessary audio/visual equipment on behalf of the Organization, provided a request for equipment is received when the reservation is submitted. Availability is on a first-come, first-served basis.
- A telephone is provided in the reception area for local calls only.

The Organization agrees to provide at least two working days' notice of cancellation of an event or intent to use CSC's Conference/Training Facilities. If an Organization fails to comply with the above rules and regulations, future use of CSC Conference/Training Facilities may be denied.

Costs

There will be no charge for public use of Conference/Training Facilities between 8:00 a.m. and 7:00 p.m. Monday through Friday. If an event begins prior to 8:00 a.m. or extends beyond 7:00 p.m., there will be a charge of \$50 per hour or remaining portion thereof to cover operating costs.

Acceptance of Terms and Conditions

The Organization acknowledges that the undersigned is its authorized representative and acknowledges its commitment to the terms and conditions of this Agreement.

ORGANIZATION

By: _____ Date: _____
(Signature)

Name (Print): _____

Organization: _____

Address: _____

Contact Person: _____

Email: _____

Phone: _____

Fax: _____



Certificate of Insurance (notify insurance company to mail copy naming CSC as Certificate Holder)**

** The Organization must have a current Certificate of Insurance on file with CSC prior to the event/meeting.

CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY

Return this completed Agreement to:

Address: Children's Services Council of Palm Beach County
2300 High Ridge Road
Boynton Beach, Florida 33426
Attn: Conference/Training Facility Admin.
Email: trainingrooms@cscpbc.org
Phone: 561-740-7000 ext. 2195
Fax: 561-835-1956

Administrative Use Only:

Received: Insurance Certificate Received and On File
____/____/____

Time In: _____ Time Out: _____

Before/After-Hours Charge Yes _____ \$ _____
No _____

Exhibit A

Children's Services Council Conference/Training Facilities Reservation Form

CSC's representative will attach a copy of your online request.

Name of Your Organization: _____

Date of Event: _____

Beginning Time: _____ Ending Time: _____

Fee Charged for Use Before 8:00 a.m. or After 7 p.m. @ \$50 per hour or remaining portion thereof: \$_____

Reservation completed by: _____

Room Assignment: _____

Equipment Needs: Equipment must be reserved when Conference/Training Facilities are reserved and will be available on a first-come, first-served basis. Non-CSC laptops may not be used in conjunction with CSC LCD projectors.

Overhead Projector
 TV/VCR/DVD

LCD Projector
 Laptop Specify Disk Drives

CD Player
 Microphone

