

**Application for Rental of
The Conference and Training Center at IU 13**

Lancaster-Lebanon IU 13, 1020 New Holland Avenue, Lancaster, PA 17601
Phone: 717-606-1960 Fax: 717-606-1961 Email: conference_services@iu13.org

1. Name of Agency/Person: _____
Billing Address: _____
City, State, Zip Code: _____
Contact Person in Charge of Event/Activity: _____
Telephone Number: _____
Is this a Non-profit organization? _____ If yes, please provide documentation.

2. Date(s) Requested: _____ Time(s): _____
3. Event Title: _____

Please attach a detailed description of the event including number of speakers, special equipment/space required, and details of any volume/noise generating activity.

5. Conference Room(s) Requested: [check appropriate items]
 Small Conference Room (48 or less) Medium Conference Room (49-100)
 Large Conference Room (101-200) Conference Room 106 (200-300)
All conference rooms have a podium. Large rooms are equipped with microphones.

6. AV Equipment and Additional Services Requested: [check appropriate items]
- | | |
|---|---|
| <input type="checkbox"/> Projection | <input type="checkbox"/> Internet Access |
| <input type="checkbox"/> Computer | <input type="checkbox"/> Standard Podium |
| <input type="checkbox"/> Document Camera | <input type="checkbox"/> Additional Portable Podium |
| <input type="checkbox"/> DVD/CD Player | <input type="checkbox"/> Staging |
| <input type="checkbox"/> MiniDV/VHS VCR | <input type="checkbox"/> Panel Microphones |
| <input type="checkbox"/> CD/Cassette Player | <input type="checkbox"/> AC Power at Tables |
| <input type="checkbox"/> Speaker Phone | <input type="checkbox"/> Round Tables |
| <input type="checkbox"/> Cable TV Connection | <input type="checkbox"/> Table Numbers |
| <input type="checkbox"/> View a Videoconference | <input type="checkbox"/> Coffee and Tea |
| <input type="checkbox"/> View a Webcast | |

7. Food/Catering - coordinated by customer with an approved caterer:
(see attached catering list and contact information)
 Coffee Service Breakfast Lunch Dinner

8. A certificate of insurance, as defined in the facility use terms, is required prior to final approval.

Request Submitted by: _____ Date: _____

If you are a new customer, how did you hear about us? _____

Return completed application to The Conference and Training Center at IU 13, Attn: Jolene Brill. You will be notified of the status of your application within ten (10) business days.

For IU Use Only

Rate Class: MD A B C W Initial: _____ Rate Code: _____ Customer Code: _____

Requirements: Standard Equipment Equip/AV Services Equip/AV/Add Services

**Facility Use Terms for
The Conference and Training Center at IU 13**
Lancaster-Lebanon IU 13, 1020 New Holland Avenue, Lancaster, PA 17601

Use of Intermediate Unit Facilities

1 ***Requesting Use of Facilities***

Use of Intermediate Unit facilities may be requested by making written application to the Intermediate Unit 45 days in advance. In considering such applications, Intermediate Unit educational programs and activities shall have priority. Requests not aligned with the IU 13 Mission Statement may not be approved.

2 ***Facility Use Restrictions and Requirements - Users***

Pets: Animals are prohibited on Intermediate Unit property, with the exception of assistance animals.

Smoking/Candles: Smoking is prohibited inside Intermediate Unit facilities and on the campus of Burle Business Park. The burning of incense and decorative candles is prohibited.

Controlled Substances/Alcohol: Controlled substances and alcohol are prohibited on Intermediate Unit property at all times.

Signage: Event signage must be free-standing or table-top display.

Insurance: All approved 'Users' shall be required to obtain liability insurance with the stated minimum limits as listed below. A certificate of insurance naming IU 13 as an "additional insured" must be received in the Conference Center office by the due date stated on the Function Agreement.

Limits: \$500,000 combined single-limit bodily injury/property damage.

3 ***Care of Property***

All 'Users' granted use of Intermediate Unit facilities are expected to exercise care in protecting Intermediate Unit property from damage. All damages will be the responsibility of the 'User.' The 'User' shall supervise activities to prevent disorderly conduct at any time while using IU facilities. Only appropriate uses will be permitted. No safety violations are permitted.

Failure to conform to the above conditions and those set forth in the rental agreement, or to adhere to the Intermediate Unit's rules and regulations, will cause the Intermediate Unit officials to immediately terminate use of buildings and facilities and to deny such use of the 'User' in the future.

4 ***Video Surveillance*** Video surveillance is active in the conference center at IU 13 and may be used to observe and /or review activity for safety, security, and legal purposes.