



### **Lake Worth Campus**

#### **Room Rental Process for Outside Agencies/Organizations**

Agencies and organizations wishing to rent space at the college will need to submit a letter on the organization's letterhead to the Provost Scheduling Office at least six (6) weeks in advance of the event date, with the following information detailed in the letter:

- Event Title
- Type of Activity
- Date and time of event (Please include setup and break down times)
- Number of Participants
- Purpose/Reason for Room Rental
- Will participants will be charged to attend (Registration or Admission Fee, etc.)
- Is event open to the public or to others who are not apart of your agency/organization
- Number of Rooms Needed
- Multimedia Needs (if any). Please specify type (microphone, podium, data projector, computer for presentation, white board, etc.)
- Will food be provided or served (Limited Space where food is permitted)
- Agency/organization contact information to include: contract name, title, department, telephone number with extension (if any), and fax number.

The above information is required in order to start the scheduling process and research space availability. If space is available, it will be secured and the proper paperwork will be generated and sent to requestor (agency/organization). If space is not available, the requestor will be notified.

\*The Lake Worth Campus does not rent computer lab classrooms.

#### **The following will apply if space is available:**

- 1) An "Agreement for Temporary Use of College Facilities" (lease agreement) is generated and room rental fee(s), special events insurance fee(s), and any other applicable fees that may apply are included in the lease. A cost analysis information sheet, a facility

approval form, a Billing Information form (to be completed by requestor when required) and a confirmation letter confirming space (which will include all fees due to the college) is sent to the requesting agency/organization.

- 2) The requesting agency/organization reviews lease agreements, signs, dates, and returns it to the Central Scheduling Office. Once the agreement has been signed by both parties (agency/organization) and the college, a copy of the agreement is sent to requestor for their records.
- 3) A special events insurance fee(s) will be added (if applicable) – per Palm Beach State College’s Risk Management Consortium guidelines.
- 4) The agency/organization must supply the College with a Certificate of Liability naming Palm Beach State College as an additional insured in the amount of one (1) million dollars. A copy of this policy is to be presented to the College no less than ten (10) days prior to the first date of the event.
- 5) All payments will be delivered to the College no later than two (2) weeks in advance of the date the agency/organization is scheduled to use the facilities.
- 6) Any additional services provided to an agency/organization that are not listed or included in the lease agreement such as: additional maintenance, media equipment, helpdesk assistance, security, etc., will be billed to the leaseholder.
- 7) Agencies/organizations with large groups (participants, audience, spectators, etc.), will be responsible for their own security services and will be required to coordinate such services with Lake Worth Campus Security. In order to ensure room safety codes are not compromised or violated, tickets may be required for large groups/events that are open to the public. \*It will be the responsibility of the agency/organization to provide tickets if deemed necessary by the College.
- 8) Rentals are not final until the lease agreement is signed, dated, and returned with the required payment (within the specified time frame), to the Scheduling office.

An agency/organization planning to have/serve food at an event will be referred to the College’s catering service. The College has an exclusive contract with College Café. They may be reached at (561) 868-3068 or via email at: [centralcafeteria@palmbeachstate.edu](mailto:centralcafeteria@palmbeachstate.edu)

**Palm Beach State College reserves the right to rent to only nonprofit organizations.**