

MEETING SPACE RENTAL AGREEMENT AND CONTRACT

The following provisions govern the rental of meeting space at the CFSA Community Campus, LLC ("CF Campus") located at 5049 E. Broadway Boulevard, Tucson, Arizona, 85711. Renters must abide by the "Meeting Space Rental Agreement and Contract."

Meeting Space Rates and Hours:

Please see attached, Exhibit A.

Rental Procedure:

All room rental reservations must be submitted to CF Campus staff or directly through the Satellite Deskworks page <https://cfcampus.satellitedeskworks.com>. The contract must be e-signed and submitted upon the time of the reservation request.

Cancellations:

The Renter will not be charged if the Renter provides written notice to Campus staff or info@cfcampus.org at least 48 hours prior to the reserved time. If less than 48 hours' notice is given, the Renter acknowledges and agrees that Renter will be charged half of the rental fee. With the ever-changing environment of COVID-19, CF Campus staff will notify the Renter at least one-week in advance if the Campus has to shut down or cancel a reservation.

Marketing:

Renter agrees that all promotions and communications regarding the Renter's meeting or event ("Marketing Materials"), are limited and shall only list the Renter's name and contact information. Any mention of CF Campus or the Community Foundation for Southern Arizona ("CFSA") can only be utilized to identify the location of the event or meeting only. If Renter wishes to utilize the CF Campus logo on Marketing Materials, Renter must obtain advance written approval from the CF Campus coordinator.

Room Set-Up:

Renter is responsible for room setup including moving the tables and chairs.

During COVID-19 reopening phases, Renter is required to set up the tables and chairs to accommodate for distancing (based on the comfort level of their event attendees). Each rolling table at CF Campus is 6'x3'. Renter is required to communicate event specifics with the Campus Member Services Coordinator to ensure safety precautions are in place.

Standard equipment available in each room includes chairs, rolling rectangular tables, floor outlets, projection and displays. Renter is responsible for the repair of any damage incurred to the CF Campus standard equipment.

The outdoor courtyard space does not include any furniture and CF Campus equipment/furniture is not to be used outside. Renter is responsible for renting and setting up tables, chairs, AV equipment, etc. from a third-party.

Renter may bring additional equipment as necessary. CF Campus offers no guarantee on compatibility of third-party equipment. All rental equipment is the sole responsibility of Renter. Please contact CF Campus at (520) 770-7898 if specific equipment is necessary for your event or meeting.

For additional equipment rates, please see attached, Exhibit A.

Clean-Up:

Renter is responsible for tear down and cleanliness of the meeting space upon conclusion of the event. During COVID-19 reopening phases, the Renter is required to use disinfectant wipes or sprays on all surfaces used during the reservation.

A clean-up fee of up to \$100 will be assessed if a meeting space is not returned to its original state within one (1) hour following the conclusion of the event.

- Tables and chairs must be returned to a usable position
- No used materials or trash should be left in the meeting rooms
- All used paper, plastic ware, bottles and cans must be placed in the trash bins
- Leftover food must be placed in the trash bins and removed

Food:

Renter may order food and catering through a third-party. Renter is responsible for set-up and clean-up of any third-party catering. During COVID-19 reopening phases, we encourage the Renter to use single packaged food items and eliminate buffet style eating.

Coffee is available for purchase, please see attached, Exhibit A.

Parking:

Renter is required to coordinate parking with the CF Campus coordinator at least three (3) business days prior to the event or meeting, if there are 40 plus attendees during business hours (8:00am – 5:00pm, Monday-Friday).

City, County, State and Federal Laws:

Renter agrees to comply with all applicable City, County, State, and Federal laws, as well as CF Campus rules and regulations. Renter is prohibited from selling or serving alcohol on the CF Campus. If Renter desires to have alcohol for an event, it must first obtain requisite liquor license and advance written permission by the CF Campus Coordinator. A copy of the liquor license must be provided to the CF Campus Coordinator at least three (3) business days prior to the event.

Insurance:

Renter is required to obtain general liability insurance covering the event. Renter shall provide a certificate of insurance and a policy endorsement naming CFSA Campus, LLC and CFSA as additional insureds on the policy at least three (3) business days prior to the event.

Liability:

Renter is liable for any damage to or misuse of the meeting space or equipment. Renter agrees to assume all associated costs for damages, repair and replacement.

Renter acknowledges that CF Campus is not liable for Coronavirus/COVID-19 exposure. Renter and event attendees assume full risk and understands that becoming exposed to and/or infected by the Coronavirus/COVID-19 may result from the actions, omissions, or negligence of themselves and others, including, but not limited to, CF Campus staff, and other guests.

Indemnification:

Renter agrees to indemnify, protect, defend, release and hold harmless CFSA Campus, LLC, CFSA, its affiliates, employees, assigns, successors and agents from and against any and all costs, expenses, losses, indebtedness, claims, actions, liabilities, damages, including attorney's fees related thereto and arising out of or in any way relating to the assertion by any person of any claim, demands, causes of actions, controversies, obligations or liabilities, in connection with or in any way relating to Renter's event or the property located at 5049 E. Broadway Blvd. Tucson, Arizona.

Miscellaneous:

- CF Campus is a Smoke Free Zone
- No candles are permitted inside
- If your event is serving alcohol it must be licensed and approved in advance
- Podium can be reserved on a first-come-first-serve basis

COVID-19 Precautions and Procedures:

- All event attendees are required to wear appropriate face masks inside the building.
- All event attendees that are not fully vaccinated or identify as high risk are asked to maintain six feet of distance from other event attendees for their safety
- Please ask your event attendees to stay home if they are not feeling well or exhibiting any symptoms of COVID-19.
- Renter is asked to report any positive cases to CF Campus immediately.

- CF Campus representatives assigned to the event reserve the right to enforce guidelines suggested by the CDC and the right to remove anyone from the event who does not comply with the above COVID-19 precautions and procedures.
- I have read, understand and agree to abide by the Meeting Space Rental Agreement and Contract.

Signature

Date

Renter: Organization Name

Contact Name

Phone #

Nonmember Rental Rates

	Minimum (2 hrs)	Half Day (4 hrs)	Full Day (8 hrs)
Small Conference Rm 102 <i>Capacity: 10</i>	\$35	\$70	\$140
Large Conference Rm 114 A <i>Capacity: 25</i>	\$100	\$125	\$250
Large Conference Rm 114 B + C <i>Capacity: 60</i>	\$150	\$175	\$300
Large Conference Rm 114 A + B + C <i>Capacity: 90</i>	\$200	\$250	\$350
Courtyard <i>Capacity: 100- Only available after-hours (4- 9 pm)</i>	\$175	\$300	N/A
Campus Breakroom + Hallway <i>Only available after-hours (4 - 9 pm)</i>	\$125	\$200	N/A

- Each room equipped with Audio / Visual technology
- A podium is available upon request, first-come-first-serve
- CF Campus does not provide catering services – outside catering allowed
** Note that a 3.1% tax is applied to all transactions

Additional Offerings:

- Mics with setup - \$25
- Hot Coffee Brewed on Site - \$10/ carafe
- Web conferencing cart with setup - \$25

COVID-19 Update:

- Attendees must wear masks and socially distance inside the building
- PPE and disinfectant sprays will be provided if needed.

Call (520) 770-7898 or email info@cfcampus.org to make a reservation.

	Description (with social distancing)
Small Conference Rm 102	Long oval table, seats 2. Equipped with a 72" flat screen TV and web conferencing capabilities. Rolling table included for food and drinks.
Large Conference Rm 114 A	North most section of the Large Conference room. Includes rolling tables and stackable chairs. Includes an 86" flat screen TV, back counter for catering and two large windows with automatic blinds.
Large Conference Rm 114 B + C	Center and South sections of the large conference room. Includes rolling tables and stackable chairs. Includes an 86" flat screen TV, drop-down screen and projector, and one large window with automatic blinds.
Large Conference Rm 114 A + B + C	All three sections of the large conference room. Includes rolling tables and stackable chairs. Includes two 86" flat screen TVs, one drop-down screen and projector, and three large windows with automatic blinds.
Courtyard	Gated outdoor area between three buildings. Includes a concrete stage with shade cover. Landscaped with Arizona grown plants and trees, with a running water fixture. Tables and chairs are not provided.
Campus Breakroom + Hallway	Main hallway on Campus, includes seating for 10. Two 8' x 4' quartz-topped tables for food and beverage. Includes one 72" TV, refrigerators, microwaves, warming drawers, ice machines, and water fillers. Great space for networking and social events. Please contact a caterer for food and drinks.