

## **MEETING SPACE RENTAL AGREEMENT AND CONTRACT**

The following provisions govern the rental of meeting space at the Community Foundation 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](mailto: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. *Please note the table casters have brakes that must be unlocked before moving tables to avoid damages.*

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 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. 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 their original 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.

Coffee is available to 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 Community

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 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

I have read, understand and agree to abide by the Meeting Space Rental Agreement and Contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Renter Name

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Phone #

## Nonmember Rental Rates

<b>Rates are per hour</b> (A 3.1% tax will be applied to all transactions)	<b>Minimum</b> (2 hours)	<b>Half Day</b> (4 hours +)	<b>Full Day</b> (8 hours +)
<b>Small Conference Rm 102</b> <i>Capacity 12</i>	\$17.50	\$17.50	\$17.50
<b>Large Conference Rm 114A</b> <i>Capacity 50</i>	\$50.00	\$31.25	\$31.25
<b>Large Conference Rm 114B + C</b> <i>Capacity 100</i>	\$75.00	\$43.75	\$37.50
<b>Large Conference RM 114A + B + C</b> <i>Capacity 150*</i>	\$100.00	\$62.50	\$43.75
<b>Courtyard</b> <i>Capacity 200** – Only available 4-9 pm</i>	\$87.50	\$75.00	N/A
<b>Reception Hall + Kitchen</b> <i>Capacity 100** – Only available 4-9 pm</i>	\$62.50	\$50.00	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

### Additional Offerings:

- Mics with setup - \$25
- Hot coffee brewed on site - \$10 / carafe
- Web conferencing with setup - \$25

\*Conference room tables and seating available for up to 100

\*\*Event tables and seating for the Courtyard and Reception Hall are to be rented by the organizer from a rental company

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

Updated March 1, 2022

	<b>Description</b>
<b>Small Conference Rm 102</b>	Long oval table. Equipped with a 72" flat screen TV and web conferencing capabilities. Rolling table included for food and drinks.
<b>Large Conference Rm 114 A</b>	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.
<b>Large Conference Rm 114 B + C</b>	Center and south sections of the Large Conference room. Includes rolling tables and stackable chairs. Includes a 86" flat screen TV, drop-down screen and projector, and one large window with automatic blinds.
<b>Large Conference Rm 114 A + B + C</b>	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.
<b>Courtyard</b>	Gated outdoor area surrounded by three buildings. Includes a concrete stage with shade cover. Landscaped with Arizona grown plants and trees with a running water feature. Tables and chairs are not provided
<b>Reception Hall + Kitchen</b>	Main hallway and kitchen on Campus. includes two 8' x 4' quartz-topped tables for food and beverage, bar stools, and 5 round dining tables and chairs. Includes one 72" TV, refrigerators, microwaves, warming drawers, ice machine, and water filler. Great space for networking and social events. Please contact a caterer for food and beverage service.