



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."

1. Event date:_____
2. Event time:_____
3. Time needed for setup:_____
4. Number of expected attendees:_____
5. Room layout (see sample layouts in Exhibit A):_____

Meeting Space Rates and Hours:

Please see attached, Exhibit A.

Rental Procedure:

All room rental reservations must be submitted to CF Campus staff. The contract must be e-signed and submitted 48 hours in advance of 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 of 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 damage.*

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 standard equipment.

The outdoor courtyard does not include any furniture and CF Campus equipment/furniture may not be used outside. Renters utilizing the courtyard are responsible for renting and setting up tables, chairs, AV equipment, etc. from a third party.

Renter may bring additional equipment as necessary. CF Campus does not guarantee the 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 the cleanliness of the meeting space upon the conclusion of the event. A clean-up fee of up to \$100 will be assessed if the 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 the set-up and clean-up of any third-party catering.

Coffee is available to purchase, please contact the CF Campus Coordinator for more information.

Parking:

Renter is required to coordinate parking with the CF Campus coordinator at least fourteen (14) business days prior to the event or meeting if there are 40 plus attendees during business hours (8:00 AM – 5:00 PM, 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, they must first obtain the requisite liquor license and advance written permission from 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 the Community Foundation for Southern Arizona 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 understand 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

Organization Name: _____

Authorized Representative Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Work/Cell Phone: _____

Email: _____

I have read, understand, and agree to abide by the Meeting Space Rental Agreement and Contract provisions as stated above:

Signature: _____

Position: _____

Date: _____