

CONFERENCE CENTER USE AGREEMENT

User: _____ Agency: _____ Division: _____
Telephone Number: _____ Fax Number: _____ Email: _____
Address: _____ ID Number: _____

I. RESERVATIONS

- All events will be scheduled by the Conference Center. A Use Agreement must be on file at the Conference Center prior to scheduling all events. The Use Agreement may be updated when changes are made in Conference Center policies.
- To facilitate scheduling, requests will be made on an approved form. Last minute requests may be scheduled by telephone or email.
- IDOA reserves the right to cancel / reschedule an event within a six-month period if it conflicts with an event determined to be a priority.

II. RESTRICTIONS

- The Conference Center shall not be used for an unlawful purpose or for solicitations. A function cannot interfere with normal government operations or with normal public access to the building or grounds. Space may be reserved for state agencies and quasi-governmental entities.
- User may be asked to vacate a room if the meeting extends past the reserved time.
- User must require all participants to observe these guidelines and all applicable fire, occupancy and building codes. User must be responsible for damage caused by either participants and/or observers of the event or occurring as a direct result of the event.
- The Conference Center cannot be used if the potential exists for non-state organizations to receive financial benefit. If the event involves corporate sponsorships, registration fees or any transfer of money, the money must go directly to a state agency and must be used to offset conference expenses. All monies that exceed conference expenses must go to the state agency that reserved the space. Unless the agency has explicit statutory authority, it is expected that excess funds shall be deposited into the General Fund.

III. HOURS

- Events that may impede or interfere with the operational use of the building during regular business hours (8:00 AM - 5:00 PM, Monday through Friday) cannot be considered. Events requested for after hours, on holidays or on weekends will be considered on a case-by-case basis and may be denied due to security, staffing or other considerations.

IV. GENERAL RULES OF USE

Animals

- Animals used to assist individuals are allowed. All other animals are prohibited.

Banners

- Banners may be displayed in locations approved by Conference Center staff. User must supply the display system. The Conference Center does not allow banners to hang from painted railings or from acoustic panels.

Cancellations

- All cancellations must be called in immediately.
- In the event the Conference Center notes a number of meetings that are scheduled but not attended, notice may be given that requests for future meetings by that particular User / division may not be honored.

Children / Youth

- Groups of five or more children / youth must be accompanied by an adult who will be responsible for their actions.
- If significant problems are noted, notice may be given that requests for future meetings of a similar nature may not be honored.

Clean-Up

- Spills or other accidents are to be reported to the Conference Center office immediately.
- User is responsible for assuring that all trash has been placed in appropriate receptacles before vacating the room(s).

Decorations

- Decorating may be done if User furnishes decorations. User must receive IDOA approval for decorations and for scheduled set-up.
- The following are not allowed for any reason: flames, helium balloons and confetti or like items.
- Nails, pins or tape cannot be used. Furniture and fixtures cannot be displaced.
- User is responsible for removing all decorative materials.

Decorum

- Loud, rude or riotous noise and/or disorderly conduct will not be tolerated.
- Climbing or walking upon any piece of furniture or equipment not intended for such purpose is prohibited.

Deliveries

- Deliveries of supplies and equipment may be made only at locations designated as loading areas by IDOA and only at times designated by Conference Center staff.

Displays / Postings

- Displays, signs, flags, or decorations may not be erected, attached or mounted inside the Conference Center.
- Meeting notices or other written material may not be posted without prior approval.
- Handbills, literature or promotional materials that advertise, promote, or identify a commercial enterprise may not be distributed.
- In posting approved materials, User may not use stickers, labels, cellophane tape, or other attachments that will leave a glue, paste, or oil residue behind upon removal. Screws, nails or other mounting techniques that might adversely affect the structural or decorative integrity of any part of the building are prohibited. Approved postings can be placed on easels or inserted into door signs.

Electrical Outlets

- The Conference Center does not allow equipment to be plugged into outlets without prior authorization. Many items will not be approved because of a potential for overload of the system.

Enforcement

- o If damage to buildings, grounds or equipment is noted, IDOA may charge the agency responsible (or the Using agency) for the cost of repair.

Equipment

- o A limited amount of equipment is available at no charge to User. User - at own expense - may supply or rent additional equipment. IDOA will not assume liability for such items delivered or stored on the premises.
- o Equipment brought in must be approved in advance upon reserving space and must be removed immediately following an event.
- o IDOA reserves the right to limit off-site usage of Conference Center equipment.

Equipment Specific to Auditorium

- o The Conference Center keeps current information on the status of the equipment in the Auditorium. While we work to achieve a more flexible system, User must abide by current Conference Center policies.

Evening / Weekend Events

- o User must seek and receive permission from the Capitol Police (form will be provided) in order to have entry doors, building doors and conference room doors opened and closed for these events. While the Conference Center may schedule these rooms, Conference Center staff does not assume that responsibility.

Firearms

- o No one may carry, either openly or concealed, firearms or other dangerous weapons, unless authorized by law.

Floral / Plants

- o All floral arrangements and plant matter brought into the building must be clean and pest free.

Food and Beverage

- o Limited types of food and beverages will be allowed in areas approved by the Conference Center, but absolutely not in the Auditorium.
- o Alcoholic beverages will not be allowed on the premises.
- o Attendees may carry drinks and snacks into the rooms as long as User assures no damage to carpets, furniture and equipment.
- o If food and beverages are taken into a room, disposal of all remains must be made in appropriate receptacles.
- o Because of cleaning difficulty, popcorn and like food items are not allowed in rooms. See below for explanation of foods that are allowable.
- o Buffet service of snack items may take place in the Atrium area and only by a licensed caterer. The caterer must provide a current Certificate of Insurance to the Conference Center. The State’s in-house caterer is always authorized to provide food service.
- o For security reasons, only caterers that are expected in advance by the Conference Center will be allowed to set up food events.
- o User must receive prior permission from the Capitol Police – with confirming notice to the Conference Center – before a caterer will be allowed to set-up, prepare or deliver from Government Place.
- o A licensed caterer may use food-warming devices that require open flame only if fire extinguishers are provided.
- o As an alternative to meal events in the Conference Center, Users may want to consider getting tickets and set-aside space from the Cafeteria.
- o If beverages are spilled in hallways or rooms, User must notify Conference Center immediately, so that spot cleaning may be done.
- o Examples of foods / serving modalities allowed: box lunches; finger foods; beverage service from thermal containers.
- o Examples of foods / serving modalities not allowed: foods with liquids or sauces; pizza; salad dressings; oily or greasy foods.
- o **Menus and service must be reviewed and approved by the Conference Center before User’s plans are finalized.**

Messages

- o Conference Center staff will deliver messages in the event of a medical emergency. User must deliver all other messages.

Music

- o Music will not be permitted in the Atrium during working hours. If music is part of an event inside a conference room, it cannot interfere with other meetings or with the on-going business of other agencies.

Parking

- o Attendees can park on city streets or in the parking garages at the same fee paid by the public. If large numbers of state employees are expected, this information should be made available to the parking garages in advance.

Posters / Signs

- o IDOA will dispose of any unauthorized or improperly posted material found in the building or on the grounds.

Security

- o IDOA may determine additional security is needed for certain events. User may be responsible for the costs of additional security. Only security approved by the Capitol Police Department can be hired in those cases.

Set-Up

- o The Conference Center will do its best to provide User with the set-up requested. This is not always possible. In those instances, the Conference Center will contact User to see if a different set-up will be accepted. If not, Conference Center will seek alternate dates.
- o Once a room is set up for User, User will not rearrange the room. If changes must be made, User will contact the Conference Center office. Conference Center will not allow rearrangement of a room that has “permanent” seating.

Smoking

- o Smoking is not permitted inside the building. User must comply with campus smoking policies.

By signing this document, User agrees to comply with and be bound by the terms of this Agreement.

USER

(Signature) _____

(Printed Name) _____

Date _____

CONFERENCE CENTER STAFF

Tracy L. Jones, Director

Date _____