

Policies and Procedures

Center for Meeting and Learning

Room

LCC reserves the right to change room reservations at any time to best utilize facility. If attendance figures drop below the estimated figures, customer may request a smaller room or fewer rooms at the original agreed upon room rental rates. LCC will provide the room(s) based upon availability.

Room Setup

LCC will be responsible for setup of the rooms. If room setup changes are requested on the day of the event, additional fees may be assessed based on labor required. LCC will be responsible for room break-downs. LCC will assist the Customer with room decoration at an additional fee.

Use of Rooms

Up to four hours of access including CUSTOMER set-up and break-down constitutes a half-day room rental rate. An event with a duration of four to nine hours of access including CUSTOMER set-up and break-down constitutes a full-day room rental rate. CUSTOMER shall pay room rental rates by the hour for every hour over nine hours of access. Regular operating hours are from 7am to 10pm. If CUSTOMER requests use of facility outside of these regular operating hours, after hours fees will be assessed.

Customer shall not affix to any wall or ceiling in the rooms any materials without prior consent of LCC. CUSTOMER shall not hang objects from air vents, drop down projection screens, artwork, exit signs, doors or fire extinguishers. Flammable materials are prohibited in the facility. Only LCC staff may hang banners or other decorations that require a ladder. Decorations that require extraction from carpet, such as, confetti, glitter, birdseed, rice and snow are not allowed in the facility, if used, CUSTOMER will be assessed a cleaning fee. Only Halo-Wick lamps provided by LCC may be used as candlelight in the facility. CUSTOMER shall immediately remove all materials and personal property from the rooms at the end of the use time. Pre-arranged storage and handling of CUSTOMER materials pre and post event may be available at an additional fee. CUSTOMER shall be responsible and reimburse LCC for all damages to the rooms or LCC equipment that occurs during CUSTOMER'S use of the rooms and equipment.

Audio-Visual Equipment and Services

LCC shall furnish projection screens, dry erase boards and pens as may be requested by the CUSTOMER. Additional audio-visual equipment and technical support services shall be provided by LCC subject to its availability per the Equipment and Service Rental Rate fee schedule. Audio equipment brought in from outside of LCC must come from a LCC pre-authorized vendor. LCC's technical support services are available solely for audio-visual equipment owned by LCC.

Parking

There is no charge for unreserved parking on the LCC campus. Parking spaces designated "Handicap Parking" are located in all parking lots. If available, the Customer may elect to reserve parking lots C, D, and/or E for a non-refundable fee. CUSTOMER is responsible to distribute parking permits to the event attendees. If attendee is ticketed for lack of permit display in vehicle window, it is attendee's responsibility to pay the Public Safety parking ticket fees.

Deposits and Fees

A deposit in the amount of 100% of the room fee or 25% of total estimated charges, whichever is higher, shall be paid upon the execution of this agreement. A credit card is required to be placed on file with LCC by filling out the attached Credit Card Authorization Form. All applicable charges will be processed by LCC directly to the credit card on file, less the amount paid for the deposit, unless another form of payment is presented upon conclusion of event. In the event that use of CUSTOMER'S credit card does not satisfy all amounts owing at the time charges are processed, CUSTOMER shall make direct payment by check or money order within 30 days of receipt of a statement for charges due.

Customer Event Cancellation

In the event of a cancellation by CUSTOMER with written notice given to LCC at least 90 days prior to the day of the event or first day of the event, 50% of the deposit shall be refundable to the CUSTOMER. In the event of cancellation by the CUSTOMER with written notice given to LCC within 30 to 89 days prior to the day of the event or first day of the event, 25% of the deposit shall be refundable to the CUSTOMER. In the event of cancellation by the CUSTOMER with written notice given to LCC within four to 29 days prior to the event or the first day of the event, there shall be no refund of the deposit to the CUSTOMER and the entire deposit shall be retained by LCC. In the event of cancellation by the CUSTOMER with written notice given to LCC within three days prior to the event or the first day of the event, there shall be no refund of the deposit to the CUSTOMER and the entire estimated event proceeds will be charged to the credit card on file.

Food and Beverages

All food and beverages served in the rooms shall be provided by LCC and no other food and beverages shall be served or furnished by the CUSTOMER or third parties except as specifically authorized by LCC. An additional 18% service charge will be assessed to all food and beverage orders. A minimum of two weeks advance notice is required to secure catering services. An additional 20% fee will be charged for short notice requests. A minimum headcount and catering selections are due two weeks prior to the event date. Increases only are allowed in minimum headcount up to three days prior to event. Due to health regulations, food may not be taken off LCC premises after it has been prepared and served.

Alcoholic Beverages

The sales and service of alcoholic beverages is regulated by the State of Oregon. All alcoholic beverages will be furnished by LCC and shall be served by the employees of LCC under the required liquor licenses of LCC. Hard alcohol is not served at LCC. Only beer and wine are served at LCC. Applicable bar setup and bartender fees will be assessed. LCC may require an on-duty Public Safety officer for duration of event to be paid for by CUSTOMER. It is mandatory to have food ordered when alcoholic beverages are being served. The maximum operating time for a bar is four hours and all bars will close one half hour before the event end time.

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Tax Exempt Status

In the event that the fees established are based upon the tax exempt status of the CUSTOMER, the CUSTOMER shall furnish to LCC simultaneously with the execution of this agreement, evidence of the CUSTOMER'S tax exempt status satisfactory to LCC.

ADA Compliance

LCC shall be responsible for the compliance of physical facilities. CUSTOMER shall be responsible for instructional compliance.

Indemnification and Insurance

CUSTOMER shall indemnify and hold harmless LCC against any and all claims, damages, demands, costs and expenses, including reasonable attorney's fees, arising out of CUSTOMER'S use of the rooms and equipment under the terms of this agreement. LCC does not assume responsibility for damage or loss of Customer property or equipment left on the premise prior to, during or following any event. LCC is not liable for any harm to event attendees while on LCC premise.

CUSTOMER agrees that prior to the time of CUSTOMER'S use of the rooms and equipment as provided for herein, CUSTOMER shall procure and thereafter during said time shall continue to carry comprehensive general liability insurance with a company Best rated A- or better, with limits of not less than one million dollars per occurrence, and two million dollars in aggregate. Such insurance shall cover all risks arising directly or indirectly out of the CUSTOMER'S activity in the rooms which are the subject of this agreement or other properties of LCC during the term of this agreement. Certificate of Insurance shall be provided to LCC no later than 30 days prior to the date of the event or first day of the event.

College Closure and Cancellation of Scheduled Event

LCC reserves the right to cancel a scheduled event when LCC Public Safety mandates a full or partial campus closure. If CUSTOMER'S event is cancelled due to LCC campus closure or public safety considerations, LCC will reschedule the event on another agreed upon date(s) or refund the deposit paid by CUSTOMER and both parties will be held harmless for contract default.

