



Northern Rhode Island Collaborative
640 George Washington Highway
Building B, Suite 200
Lincoln, RI 02865

Professional Development Center Rental Guidelines and Contract

Our facility is available for rental as an extension of our services to member school districts. As a stipulation of rental, a member of NRIC staff **must address** each group with a brief presentation about NRIC and the work we do. Please review the following guidelines for use of our building. Complete and sign the form and MAIL or FAX to: Paula Andrews, NRIC, 640 George Washington Hwy, Building B, Suite 200, Lincoln, RI 02865. Fax – (401) 333-3572.

Renter Information:

Name _____

Company/Organization _____

Name of Event _____

Date of Meeting/Event _____ Number of Attendees _____

Timeframe of Meeting/Event (including set-up and breakdown) NOTE: You will only have access to the room during these specified hours _____

Room(s) requested _____ Fee _____

Seating Arrangement: Classroom Set Up POD Set Up

Contact Information:

Bill to:

Name:	Name:
Company/School District:	Address:
Phone:	
Email:	PO # :

Room Rates / Capacity:

NON-PROFIT ORGANIZATIONS:	<u>Half-Day (1-4 hrs.)</u>	<u>Full Day (4-8 hrs)</u>
Up to 50 people	\$150.00	\$200.00
(50-120) (1) room	\$250.00	\$400.00
PROFIT ORGANIZATIONS:		
Up to 50 people	\$250.00	\$450.00
(50-120) (1) room	\$400.00	\$750.00

Training Center, Suite 104
40-120 People

Conference Room, Suite 200
35 People

RENTAL GUIDELINES

- Renters may enjoy the public space within the building, but are limited to the use of the room(s) that they have rented. Use of space in the administrative wing, including our administrative office and conference room, is not permitted.
- Renters must adhere to the agreed upon hours of rental. **Any time outside that agreement will be subject to an additional charge.** Renters are responsible for communicating directions and RSVP information for their meeting/events to their attendees.
- Groups are expected to leave the rooms in the condition in which they found them. All materials must be removed and trash placed in the appropriate container(s).
- Only Post-It notepads may be adhered to the wall. Tape, Velcro or any other adhesives are not allowed.

EQUIPMENT/MATERIALS

- NRIC will take care of the set-up and breakdown of all furnishings. Renters are not permitted to move or disassemble the furniture without prior approval. **Arrangements for set-up must be 72 hours in advance of rental.**
- NRIC offers the use of whiteboards, easels, a podium and microphones. **Arrangements for these items must be made in advance of your rental.** NRIC's administrative office equipment is not available for renter's use.
- In the event that renters ship numerous materials to NRIC in advance of their meeting for storage, a handling fee of \$50.00 will be charged.

TECHNOLOGY

- Please advise us if you require the use of the following audio visual or technology related equipment.* **Arrangements for these items must be made in advance.**

- | | |
|---|--|
| <input type="checkbox"/> LCD Projector/Screen | <input type="checkbox"/> Internet Access |
| <input type="checkbox"/> Television | <input type="checkbox"/> SmartBoard * |
| <input type="checkbox"/> VCR/DVD | <input type="checkbox"/> Assisted Listening Device |
| <input type="checkbox"/> Other _____ | |

* If you are utilizing the SmartBoard or projector for a presentation, NRIC's Laptop must be used. Use of a thumbdrive to download your presentation will be provided or you may bring your own on your own CD or thumbdrive.

PARKING

- FREE Convenient parking is located on either side of the building. The Training Center is Handicapped Accessible. Directions are located on our website at www.nric-ri.org.

REMINDER

- Each meeting's contact person is responsible for providing any additional presentation materials. (i.e. transparencies, duplicated materials, flip chart paper, computer paper and refreshments, etc.)

For your own insurance, please confirm your reservation at least 24 hours prior to your meeting by calling Paula Andrews at (401) 495-2024.

CANCELLATION POLICY

Any event cancelled within one week of the scheduled event, renters will be charged a **\$75.00** cancellation fee.

I have read and agree to all rental guidelines.

Signature _____