

TERMS & CONDITIONS FOR MTECH BUILDING ROOM RENTAL

755 Industrial Dr. Madisonville, KY 42431

*Department/Group: Please note if you are a non-profit.		*Date Needed and/or time :	
*Contact person:		*Phone number *Email:	
*Address for invoice:			
Rooms for Rent: <i>Fee: \$100 per day per room</i>	Multi-Purpose Room — will accommodate around 75-100 people. Auditorium – will accommodate around 50 people. Includes the use of conference phone system and HD projector. 2 Classrooms —will accommodate around 20 people. Computer Lab — will accommodate around 10 people.	Additional Notes:	
*Room Request for Rental:			
Wi-Fi services: yes or no	Will you be bringing food or catering the event? _____ _____ _____ <i>Please note that you will need to clean up after yourself and dispose of all trash in the bins before you leave.</i>		
TOTAL rental fee \$ _____ (\$100 per room per day)			
Terms of the Rental:			
<ul style="list-style-type: none"> ❖ No smoking in the building. ❖ Users are responsible for setup and cleanup. Return room to its original position. ❖ Users are responsible for any damages to the facility. ❖ Doors must be kept closed at all times. ❖ Professionalism must be displayed at all times. ❖ Reservation bookings must be confirmed through Molly Deahl and Libby Spencer via email molly.deahl@ky.gov and ls Spencer@madisonvillegov.com ❖ The use of any building office equipment or supplies (phone, copier, coffee, etc.) is prohibited unless prior arrangements approved. ❖ Do not move or disconnect any equipment without prior consent from building staff. ❖ If your event is before or after the building operating hours, you must get a key from Molly Deahl before the event and you are responsible for ensuring the building is locked/secure when you leave. You must return the key immediately upon the conclusion of your event. You are responsible for paying for a replacement if it is lost. <p style="text-align: center;">Building Operating Hours 8:00AM-4:30PM Monday- Friday</p>			
*Signature of renter		*Date:	
Approved By:		Total Cost :	
Last Updated By:		Date/Time:	