



Johnson County Central Dispatch E-911
 315 Hawthorne Blvd, Warrensburg, MO.
 Administration 660-422-6317 Communications 660-747-5511

Training Room Rental Agreement

Name of Applicant/Contact: _____

Name of Company: _____

Address: _____

Contact phone number: _____ Email address: _____

Date room requested: _____

Meeting time set-up will begin at: _____ Clean-up will end at: _____

Purpose of use: _____

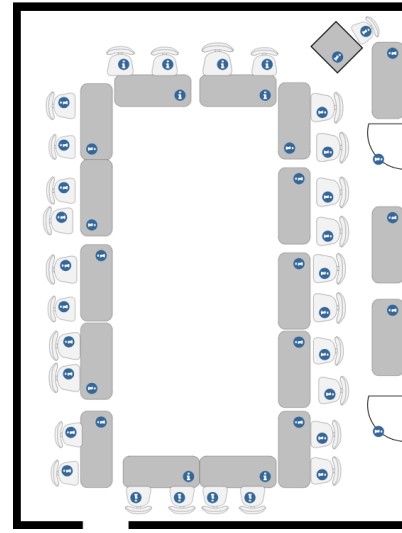
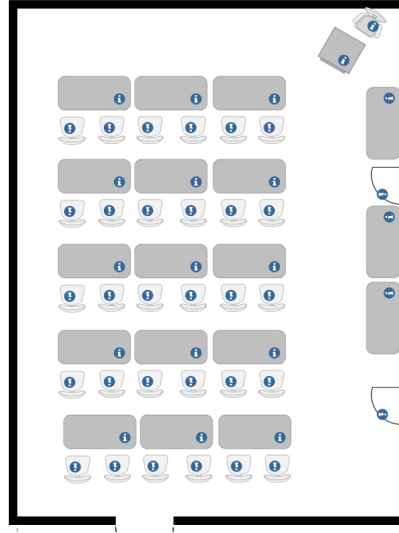
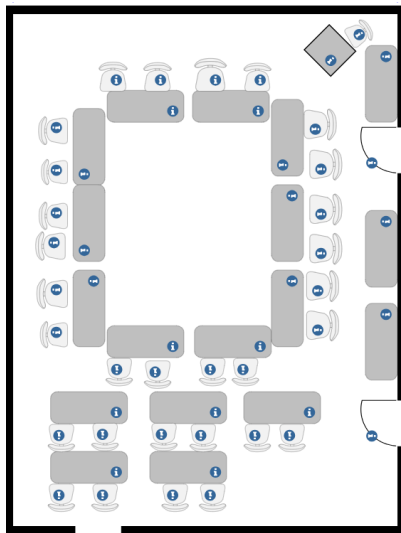
Projected attendance: _____

Room Set Up Options (Please check one of the four options):

Conference/Board Room Style
w/additional seating (30 total)

Classroom Style
(30 total)

Large Meeting Style
(28 total)



CUSTOMIZABLE OPTION: There are a total of 20 tables and 40 chairs that you can rearrange to suit your needs. **NOTE: Tables and chairs must be returned to the original positions.**

AV/Equipment Needed:

- High-Speed Ethernet Internet Connection
- Projector w/speakers
- Free wireless internet (WIFI)
- Laptop (Instructor Use ONLY)

Additional Resources (Optional):

- Coffee Maker, cups, sugar/creamer
(Coffee not provided by JCCD)
- Beverage Dispenser & cups (Fill w/water from kitchen area or bring beverages.)

GENERAL USE ROOM RENTAL POLICY

Conditions for Use:

1. Basic A/V equipment is provided at no cost to the Renter. All additional services must be coordinated no less than three (3) days prior to the rental date.
2. Renters must be on hand to meet any vendors, caterers, set-up people, etc., for which they have contracted prior to the meeting and agree that JCCD and its staff are not responsible for payment, acceptance and/or signatures.
3. JCCD may require the Renter to furnish a certificate of insurance to guarantee the conditions of this agreement or any liability incurred by it, if deemed necessary.
4. The requesting entity is responsible for cleaning the room after use (cleaning products provided). All decorations, food, and other items brought in must be removed at the end of the meeting/usage and trash must be removed and placed in the trash receptacle located in the lower level parking lot (Northwest corner of the building).
5. **A coffee maker, cups, sugar/creamer and stir sticks as well as a beverage dispenser can be made available for use, if requested.** Attendees agree to not use other office work areas, Zen Den, staff computers, staff phones or other areas of the building without permission of the staff. Use is limited to the room and designated rental area along with common and public areas such as the lobby and restroom. (The kitchen area, including the Keurig, microwave and refrigerator are for JCCD staff use only, unless permission is received in advance for use.) **However, renter may get ice from the freezer and use the sink to get water for the beverage dispenser, if needed.**
6. Renter acknowledges that the training room is in an active office area and traffic in/out of the building and/or meetings may be held in other areas and nearby offices while JCCD is conducting regular business activities. JCCD staff agrees to keep disruptions to a minimum while the training room is in use by the Renter.
7. Chairs and tables must be returned to the original position.

LIABILITY:

Renter assumes all risk of, and agrees that the JCCD facility or staff shall not be liable for any damage to property or injury to or death of any persons including, without limitation, to the Renter and it's shareholders, members, directors, officers, employees, contractors, invitees, patrons, licensees, or agents, in, on or about JCCD premises from any cause except where such damage or injury is expressly waived by statute. Renter shall fully indemnify and hold the JCCD facility and staff and its respective members, directors, officers, employees, insurers, attorneys, and agents harmless from all claims, demands, actions, causes of action, losses, damages, or liability relating to or arising from this Agreement without limitation. Renter should not store any equipment or materials in the Training Room without JCCD approval. JCCD is not responsible for any materials or equipment left in the building during breaks or meals. JCCD will secure the area when requested but assumes no responsibility for the materials or equipment contained therein.

Renter will be responsible for any damages caused to JCCD's property by them and/or their invitees and agrees to pay for repair and/or replacement of any damaged item and/or repairs to the facility to make whole again to the original condition on the day the facility was used by the Renter.

I have read the above information and agree to abide by JCCD's Training Room Rental Policies, and this abide by this Agreement. I acknowledge receiving a copy of the JCCD Training Room Rental Policies. If all guidelines are not followed, JCCD has the right to cancel this Agreement and deny any future requests for room rental to the applicant.

Name of Company & Contact: _____

Contact's Signature: _____ **Date:** _____

Please fill out this form and email to: admin@joco911.org.
We will contact you within 48 hours of receipt to confirm the availability.