



LUZERNE INTERMEDIATE UNIT

SERVICES RENTAL AGREEMENT

This agreement by and between the Luzerne Intermediate Unit and _____, establishes a contractual relationship beginning _____ through _____ for the following specified services:

Service Agreement:

Training and Meeting Space Professional
Development Services Technology Services
and Technical Support Therapy and Teacher
Services

Service Fees:

Professional Development Specifications:

The Luzerne Intermediate Unit Curriculum and Instruction Department is dedicated in providing the highest quality, research-based, professional development.

Trainer Rate:

\$375 – ½ day for 1 trainer \$475 – ½ day for 2 or more trainers

\$750 – full day for 1 trainer \$850 – full day for 2 or more trainers

**\$100 additional fee per trainer for up to 4 trainers will be applied to half and full day trainings.

Professional Rates:

Speech: \$125.63/hour

OT: \$137.38/hour

PT: \$162.33/hour

Hearing: \$157.29/hour

Vision/O&M: \$152.92/hour

Training/Meeting Room	Room Capacity	*Room Cost ½ Day	**Room Cost Full Day
Room 306	250 Square Feet 10 People	\$80	\$160
Room 314	500 Square Feet 25 People	\$125	\$250
Room 311	580 Square Feet 30 People	\$145	\$290
Auditorium	1290 Square Feet 65 People	\$161	\$323

Training and Meeting Space Specifications:

*A ½ day is 4 hours or less.

**A Full Day is up to 8 hours.

Reception Desk Fees:

\$12.00 per hour additional fee if after 4:00PM

Maintenance Fees:

\$12.00 per hour additional fee if after 4:00PM

Technology Fees:

Technical Support: \$35/hour

Included in the cost is a LCD projector, screen, and access to the wireless internet in each room.

**A laptop cart can be rented for an additional fee dependent on availability.

**Technical support is available for an additional fee outline above.

Rental Terms and Conditions

1. **Space Reservations:** The Luzerne Intermediate Unit (LIU) will tentatively hold the date for events when an inquiry is placed. Upon receipt of a signed copy of this agreement, these rooms will be placed on a reserved status until the event. Any changes requested after the receipt of the agreement by the LIU are based upon space availability; please advise us at your earliest convenience of any revisions.
2. **Room Arrangements:** Rooms are generally set classroom style with tables and adequate working space. Many rooms can be set in a variety of styles. Please discuss your specific needs with LIU staff to ensure the proper setup and number of chairs is available on the day of your event. All room arrangements must be finalized no later than 48 hours prior to the event. Changes requested by the assigned on the basis of the group size and space availability. LIU reserves the right to change customer room assignments as necessary based on changes in group size or requirements.
3. **Prior to the Event:** The customer and LIU staff must determine exactly what equipment and supplies will be needed, well in advance of the event. If the customer is using equipment other than that supplied by LIU, LIU staff must be notified of what is being brought in, what time it will arrive, and when it will be removed. LIU is not responsible for any equipment or supplies brought in by the customer; please remember that expensive items should never be left unattended or in an unlocked room.
4. **Event Conduct:** Customers should arrive at least fifteen minutes before their scheduled event, and earlier if special setups or presentation equipment are required. If any problems arise prior to the event or the customer is unable to attend, LIU staff must be contacted immediately. Requests for audiovisual equipment or technical support assistance should be made at the time the room is reserved. Although LIU has adequate equipment to support timely requests, last-minute requests may not be possible if all equipment is already in use in other rooms. Please contact the receptionist at the entrance desk while on site for any request and in case of any emergency.
5. **Food and Beverage Policy:** LIU does not provide food and beverage services however, vending machines are available in the break area on the second floor. LIU can provide the group with a list of caterers or the group can supply its own food and beverage. Please note that alcoholic beverages are prohibited on all LIU property. All food and beverage items must be removed or disposed of prior to the group's departure. Adequate trash receptacles will be available for the group's use. Additional fees will apply if cleanup is not performed by the group. Food and beverages are not allowed to be used with the LIU computer carts.
6. **Liability:** LIU cannot assume responsibility for merchandise, personal property and/or equipment brought onto the premises by the customer or his/her attendees. LIU reserves

the right to require the customer to provide additional security during and event if necessary.

7. **Signage:** No signs are permitted in the lobby area of LIU without prior authorization. Signs, banners, posters or other items may not be affixed to any wall, ceiling, door, etc. without prior permission of LIU. Classrooms have tack strips for hanging posters, charts etc. Only Post-It Brand flip chart paper may be displayed on meeting room walls and is available from LIU. Do not use markers or other underlying surface. Do not use any tape of any kind or thumbtacks on walls. Any damage to surfaces will be charged accordingly.
8. **Computer Lab Rental:** A laptop cart is equipped with Windows 7, Microsoft Office and internet access. Customers utilizing the computer cart must inform LIU staff of exactly which applications will be necessary for their event at least 10 business days prior to the event. Please be sure to understand the operation of all equipment and specific software packages prior to the event.
9. **Force Majeure:** The total performance of this agreement by LIU and the customer is subject to Acts of God, war, disaster, labor disputes, civil disorder, or other matters of an emergency nature that would make it illegal or impossible to provide the facilities and hold a successful event on the part of the LIU or the customer. The agreement may be terminated by either one or more of the conditions stated above, upon written notice by both parties without any penalty being imposed.
10. **Severability:** The enforceability or invalidity of any of the provisions of this agreement shall not affect the enforceability or validity of any other provision of the agreement.
11. **Cancellation:** Upon receipt of this agreement, LIU will hold the space and/or services listed on page one for the customer's use over the listed dates on a definite basis. If the rental agreement is cancelled by the customer, **it must be done in writing and sent via e-mail.**
Cancellation fees are as follows:

NOTICE OF CANCELLATION	AMOUNT
10 business days or more prior to the event	No charges assessed
3-9 business days	50% of room rental charges
Less than 48 hours (2 business days) prior to the event	100% of room rental charges

Fees charged are not a penalty but considered liquidated damages.
12. **Waiver:** The failure of either party to insist on strict compliance with any of the items of this agreement shall not be deemed a waiver of that term or condition.
13. **Insurance:** Agency must provide an insurance liability waiver to the LIU prior to the execution of this contract.

Services/Facilities Rental Agreement

Organization Name _____

Event Name _____

Service Requested _____

Date(s) of Event(s) _____

Requestor Name (please print) _____

Title _____ Phone _____

Address _____

City _____ State _____ Zip _____

Anticipated Services Cost _____

If you are requesting that the fees be waived, please provide justification.

ACCEPTANCE OF AGREEMENT: By signature below, I acknowledge that I have reviewed and agree to the preceding pricing, terms, and conditions included in this agreement, and indicate my authority as the customer to enter this agreement.

Agency Representative _____

For office use:

Certificate of Liability Received: Yes ___ No ___

LIU Representative _____

Final Approval Date _____

***Once completed, please forward the agreement to the LIU Operational Services Dept., 368 Tioga Avenue, Kingston, PA 18704**