

HERMAN B WELLS COMMUNITY CONFERENCE CENTER FEE SCHEDULE

Suites

1 hour	\$125.00
2-3 hours	\$110.00 per hour
4-6 hours	\$ 95.00 per hour
7-9 hours	\$ 80.00 per hour
10-12 hours	\$ 65.00 per hour
13+ hours	\$ 50.00 per hour

Conference Room

1 hour	\$100.00
2-3 hours	\$ 75.00 per hour
4+ hours	\$ 50.00 per hour

Special set up charges are \$50.00 per hour with a 1 hour minimum

Standard set up includes:

Conference Setting: 10 Tables and 40 chairs per suite

Lecture Setting: 100 chairs per suite

Banquet Setting: 15 Tables and 75 Chairs per suite

Additional Equipment/Services:

Podium(s) w/wo mics	\$ 25.00 each
Closed Circuit Recording	\$150.00 per hour
Projector(s)	\$ 50.00 per room
Raised Platform	\$200.00 per room
Easels with Flip Charts	\$ 25.00 each
Additional Chairs	\$ 2.00 each
Additional Tables	\$ 5.00 each
Wireless Services	Included in rental
Custodial Services (set up/clean up)	\$ 40.00 per hour per person—2 hour minimum
Technical Operator	\$100.00 per hour
Microphones	\$ 15.00 each
On-site Event Supervisor	\$ 45.00 per hour
On-site Event Custodial Services	\$ 40.00 per hour per person—2 hour minimum

Effective: May 1, 2015

USE OF HERMAN B WELLS COMMUNITY CONFERENCE CENTER

The Lebanon Community School Corporation recognizes its prime responsibility is for the creation and protection of public facilities to support educational and community programs as well as school sponsored activities which are a part of the school process.

The School Corporation believes whenever possible the Conference Center should be made available for non-school use. Use of the Conference Center shall be for educational, recreational, governmental, civic and cultural purposes; and must be sponsored by responsible, recognized citizen groups or organizations. User fees will be established by the Lebanon Community School Corporation Board of School Trustees.

The School Corporation manages and maintains the Herman B Wells Community Conference Center and the following guidelines apply to the Community/Conference Center:

1. Lebanon Community School Corporation sponsored activities will take priority in scheduling the use of the facilities and will be exempt from the facility and maintenance fees.
2. Each user shall present a Certificate of Liability for not less than \$1,000,000.00 organizational liability insurance naming Lebanon Community School Corporation as an additional insured.
3. Use of L.C.S.C. equipment in conjunction with the use of the Community/Conference Center must be requested specifically on the appropriate Facility Request Form. Additional costs for use of equipment will be assessed if request is outside the standard set up described on the request form.
4. User shall be liable financially for any damage to equipment or facility.
5. User shall provide appropriate supervision of event or request for paid supervision.
6. No outside catering services will be permitted.
7. All catering services must be provided and contracted with Aramark Food Services.
8. The use of tobacco of any type is strictly forbidden. Violation of policy will result in an additional \$500.00 cleaning fee per space occupied to include exterior of the building.
9. Upon receipt and approval of a Facility Request the facility can be used for individual academic class meetings, individual academic class activities, fine arts practice sessions, club meetings or sport call out meetings.
10. Custodial (when applicable) fees shall apply to each facility request with a 2 hour minimum.
11. Facility fees shall apply to each facility requested based on the adopted fee schedule specifically for the Herman B Wells Community Conference Center.
12. Cancellation of requests from outside organizations must be received a minimum of 24 hours prior to the event. Failure to cancel event will result in a \$75.00 cancellation fee.
13. Requests for facility must be received a minimum of 48 hours prior to the event. If food service is being provided the facility request must be by the designated time line provided by Aramark Food Service.
14. Requestors will be provided 60 minutes of non-charged time prior to the event for any personal set up or registration. Any time past the 60 minutes will be charged accordingly.

Effective: May 1, 2015