



Meeting Room Reservation

Amy Heideman
JCLC Director
PH: 812-519-2923 x315
FX: 812-519-2972
aheideman@jclearn.org

Make checks payable to:
Jackson County Learning Center

P.O. Box 368
323 Dupont Drive
Seymour, IN 47274

DATE OF MEETING _____ NUMBER OF PEOPLE EXPECTED _____

START TIME _____ END TIME _____

TYPE OF MEETING _____

ORGANIZATION _____

CONTACT PERSON _____

ADDRESS _____

PHONE _____ FAX _____

EMAIL _____

Community Room rate: \$80 per session

Classroom rate: \$50 per session

- 8-Noon
- Noon-5
- 5-9

- 8-Noon
- Noon-5
- 5-9

Equipment Requested (please check):

- Projector and Screen
- Laptop Computer
- Podium and Microphone
- Podium
- Easel with Flip Chart Pad
- Extra Flip Chart Pads _____ #
- * \$10 per extra flip chart pad
- VCR with Cart & TV

Submittal of this page does not guarantee reservation of the meeting room. Reservations of the meeting room will be confirmed in writing by JCLC and will be granted on a first-in time basis.



Meeting Room Policies

1. JCLC requires early notice of your group's cancellation. The following cancellation penalties will be applied:

Cancellations made:

- More than 24 hours– no penalty
- 24 hours or less– 50% of room rate applied
- **IF THE JCLC IS NOT NOTIFIED OF THE CANCELLATION, THE GROUP WILL BE CHARGED THE FULL AMOUNT OF THE ROOM RATE.**

2. Upon written confirmation from JCLC, the meeting room will be considered reserved.

3. Food and beverages are allowed. If catering is needed, the user is responsible for ordering, delivery coordination, payment, and clean up of catering services. No alcoholic beverages are allowed on the property at any time.

4. Staff will be on site Monday– Thursday 8:00am– 9:00pm and Friday 8:00am-5:00pm

An additional \$30 per hour will be charged for staff time OUTSIDE of the regular business hours. The JCLC is not available on Saturdays and Sundays except by special appointment.

5. It is the responsibility of the organization to remove decorations, return room (i.e. tables and chairs) to original set up, clean tables, empty trash, shut off lights and secure entrances. JCLC may charge a clean-up fee of \$30 per hour if the meeting room is not returned to its original set-up and in a clean and secure condition.

6. Equipment and furniture from other rooms may not be moved.

7. As a representative of my organization, I accept full responsibility for loss or damage to ANY Jackson County Learning Center property, furnishings, and/or equipment occurring as a result of the organization's use of JCLC property.

8. I understand that the JCLC assumes no responsibility for group or personal belongings of those in attendance at the meeting.

9. The JCLC shall not be responsible for damage or injury to any person or property occurring as a result of the activities of my organization while using JCLC facilities.

10. Please feel free to call the JCLC with your questions. Amy Heideman, JCLC Director 812-519-2923 x315

INDEMNIFICATION. The user organization shall indemnify, defend and save harmless the Jackson County Learning Center, Community Foundation of Jackson County Holding Inc, and their respective boards of directors, officers, agents, and employees from and against any and all loss, cost (including attorneys' fees), damage, expense and liability (including statutory liability and liability under workers' compensation laws) in connection with claims, judgments, damages, penalties, fines, liabilities, losses, suits, or administrative proceedings, arising out of any act or neglect by the Jackson County Learning Center, Community Foundation of Jackson County Holding Inc., or their respective agents, employees, contractors, licensees, invitees, and representatives, in, on or about the Jackson County Learning Center premises. The user organization hereby releases the Jackson County Learning Center and Community Foundation of Jackson County Holding Inc. from any and all liability or responsibility to the user organization or anyone claiming through or under the user organization by way of subrogation or otherwise for any loss or damage to equipment or property of user organization or its agents, employees, contractors, licensees, invitees or representatives.

"AS-IS" CONDITION. The user organization agrees to accept the Jackson County Learning Center premises in its "as-is" condition "with all faults".

I have read the above meeting room policy and agree that my group will abide by its restrictions.

Signature _____ Date: _____