

CONFERENCE/MEETING ROOM USAGE AGREEMENT

RESERVATION INFORMATION:

As a benefit of Partnership with the Ocala Metro County Chamber & Economic Partnership (CEP) and as a Resident of the Power Plant Business Incubator (PPBI), all meeting rooms may be used for business purposes, as available from 8:00 AM until 5:00 PM, Monday through Friday. Reservations are based on availability and will only be confirmed upon completion of this Conference/Meeting Room Usage Agreement. Rooms are awarded on a first-received basis of Agreement. **To reserve a room please contact:** Donna Marseco, Director of First Impressions at: Donna@OcalaCEP.com, or call the CEP at 352-629-8051.

TERMS OF USE:

- Room usage is available to Partners or Residents for business purposes only, and as it relates to their business (birthday parties, showers, etc. are not permissible). **CEP Partner or PPBI Resident must be present at all times during the meeting.**
- **Please be respectful that the CEP offices are a place of on-going business and respect the privacy of staff areas and workspaces of employees.**
- Consideration for CEP staff, PPBI residents and other individuals in the buildings is required (i.e. volume level to be kept at a reasonable level) to avoid distractions or disruptions to others when in lobbies and common areas.
- If you bring food and beverages into your meeting, all garbage must be taken out to the dumpster located in the parking lot immediately following the function. **A fee of \$100 will be billed to your organization if garbage is not removed.**
- Facility will be left in the same condition (configuration and cleanliness, with trash removed) as it was found. If the room is not left in the same condition and must be cleaned by CEP staff, a fee of \$100—\$250 will be charged to the Partner or Resident, depending on level of cleaning needed.
- Please do not attempt to adjust the thermostat. Please direct any concerns about the room temperature to the staff member on duty for your event.
- For partners/residents using CEP's Audio/Visual equipment, **no outside computers may be connected to CEP systems. ONLY USB FLASH ("THUMB") DRIVES WILL BE ALLOWED.**
- Nothing may be taped, tacked or nailed to the walls of the meeting room(s).
- **ENTRY DOORS SHALL NOT BE PROPPED OPEN.** The CEP facilities are on an automated locking system for safety and select doors will be unlocked during your meeting to accommodate your guests.
- Partner or Resident is responsible for any loss or damage to the facility.
- Partner or Resident agrees to indemnify and hold harmless the Ocala Metro Chamber & Economic Partnership, the Power Plant Business Incubator, its employees, directors and officers, and the City of Ocala and its employees from any and all claims arising from use of facilities.
- Failure to comply with these terms of use or any other part of this agreement may result in subsequent loss of privileges to use CEP and PPBI conference/meeting rooms.
- Meetings must end promptly at the time indicated on the request form. If a meeting runs past the specified ending time, a late fee of \$25 per 15 minutes will be charged to the Partner or Resident.

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Please complete this form and return it to Donna@OcalaCEP.com to reserve your room. By signing the form, you acknowledge and understand that, you, on behalf of your organization, agree to abide by the terms and conditions as outlined in the Terms of Use on the previous page for this agreement.

Meeting Date:	Start Time:	End Time:
Building & Room Requested:		
CEP Main Building	PPBI Building	
<input type="checkbox"/> 2nd Floor Boardroom (seats 36)	<input type="checkbox"/> 2nd Floor Training Room (seats 40)	
	<input type="checkbox"/> 2nd Floor Red Conference Room by the Training Room (seats 10-12)	
	<input type="checkbox"/> 2nd Floor Blue Conference Room #209 (seats 6-8)	
On-Site Company Contact for Meeting:		
Company:		
Company Representative:		
# of Expected Attendees:		
Meeting/Event Name:		
Phone:	E-mail:	
Signature:		Date:



CEP: 310 SE 3rd Street, Ocala, FL 34471



PPBI: 405 SE Osceola Avenue, Ocala, FL 34471