



CONFERENCE CENTER GUIDELINES

The Boone County Economic Development Corporation ("Boone EDC") is pleased to make its conference center located at 2030 Indianapolis Avenue in Lebanon available for business and professional use.

Hours of Use

The conference center is available during normal business hours (Monday-Friday, 8 a.m.-5 p.m.). Please allow adequate time for set up and clean up within regular business hours. The facility is not available for evenings, weekends or holidays.

Scheduling

The conference center is available on a first-come, first-served basis, and it is rented by the hour. To reserve the conference center, a fully completed and signed Conference Center Reservation Form must be submitted for approval.

To request a form:

- Email: KHeffner@BooneEDC.org
- Online: www.betterinboone.org/meetings

Cost

Boone EDC Members:	Free
Boone County Non-Profits:	Free
Non-Boone EDC Members:	\$25/hour + \$50 deposit

An invoice will be sent immediately upon approval, and payment will be due within 48 hours. If payment is not received within 48 hours, the reservation will be canceled.

In the case of approved last-minute reservations, payment must be received prior to occupying the space.

In the case of theft or damage to the room or its contents, the deposit will not be returned.

Cancellations

A reservation may be canceled by the requesting organization by email or by telephone, but it must be cancelled at least 48 hours in advance of the time in which the room was to be used to receive a refund.

Please note that reservations may be cancelled by the Boone EDC due to unforeseen circumstances. We will make every effort to provide you with as much notice as possible if a cancellation is necessary and the deposit will be returned.

Room Set-up

The conference room has 12 modular tables and seats up to 32, comfortably 25. Groups using the room are welcome to rearrange the room however it will best suit their needs.

The renting organization is responsible for both arranging the tables in the manner they would like as well as returning the room to its original set-up when finished. The default set-up of the room is four rows of two tables with two chairs at each table. Excess tables should fold and nest along walls. Please use caution so no dings or scratches are made on walls.

Groups are also responsible for cleaning off table surfaces with disinfecting wipes (provided) in addition to disposing of all trash (dumpster located outside conference center).

Food and Beverages

The renter must provide their own food and beverages.

Conference Room Amenities

- Tables (12 folding/nesting tables – 72" wide x 24" deep x 29" high)
- Chairs (32 folding/nesting chairs)
- Wi-Fi
- Projector and screen with wireless connectivity (via Airtame)
- Free on-site parking
- Dedicated restroom and kitchenette (refrigerator, toaster, and Keurig available for use)

Additional Considerations

- If you will use the presentation equipment, please download Airtame onto your computer or device prior to arriving.
- Please keep in mind that there are offices adjacent to the conference room and sound may be heard outside the conference room.
- The Boone EDC is not responsible for the personal injuries or personal property loss or damage inside or outside of the building, including the parking lot.
- If anything is broken the group's contact needs to inform Boone EDC staff immediately.
- Nothing that will cause a hole or leave a residue such as glue or other adhesive is to be applied to any wall, furniture, equipment or other surface of the meeting room.
- Smoking is not permitted inside or outside of the building.
- Neither drugs nor firearms or other weapons are permitted inside or outside of the building.
- Conference room privileges may no longer be made available if usage guidelines are not followed.

I have read the enclosed information and agree to abide by the policies in this contract.

Contact Name:

Organization Name:

Meeting Date & Time:

Email:

Signature:

Date:

Please return a signed copy of this agreement to kheffner@booneedc.org or Boone County Economic Development Corporation, 2030 Indianapolis Avenue, Lebanon, IN 46052.

You will receive confirmation via email.