



**Corporate College LSC-University Park Master Facility Use Agreement - Exhibit A
Conference Room Reservation Request**

Organization Name: _____ **Rental Opportunity Number:** _____

Contract Number: _____ **Catering Opportunity Number:** _____

This Exhibit A is governed by the Master Facility Use Agreement signed by the parties on _____, 20____.

Welcome

The Lone Star College Conference Center at University Park offers our customers a conference room facility conveniently located in Houston, Texas. Customers may reserve the conference room for a nominal fee on a first come, first served basis.

Room Configuration

The Conference Center is equipped to accommodate different types of setups as well as seating depending upon the room. Room arrangements should be made at the time of reservation. Please refer to diagrams of rooms for detailed layouts. **In an effort to provide the highest level of customer satisfaction, the following Conference Room Reservation Request must be completed and signed prior to each reservation or booking.**

Organization Information

Lone Star College System: <input type="checkbox"/>	Corporate Client: <input type="checkbox"/>	Community Partner: <input type="checkbox"/>
Lone Star College System Executive Council: <input type="checkbox"/>		

Event Information



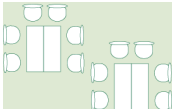


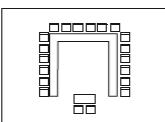
Event Title: _____	Event Host Name: _____
Conference Room Name: _____	Event Host Phone Number: _____
Start Date: _____ End Date: _____	Event Host Email: _____
Start Time: _____ End Time: _____	
Number of Attendees: _____	

Room Lease Cost:	\$ _____
Estimated Catering Cost*	\$ _____
INVOICE AMOUNT:	\$ _____

Contact Name: _____
Email: _____ Phone #: _____
Credit Card Information: _____

Purchase Order Number: _____
Cost Center/Budget Code (if applicable): _____

Room Set-Up*

<p>Conference: <input type="checkbox"/> (Oval conference table)</p> 	<p>Rounds: <input type="checkbox"/> (Round tables and chairs)</p> 	<p>Team Pods: <input type="checkbox"/> (2 Square tables pushed together)</p> 
<p>Theater: <input type="checkbox"/> (No table, only chairs)</p> 	<p>Classroom: <input type="checkbox"/> (Chairs and tables)</p> 	<p>U-Shaped: <input type="checkbox"/> (Square tables and chairs)</p> 

Ontario <input type="checkbox"/>	Governors <input type="checkbox"/>
Ontario North <input type="checkbox"/>	Scotland <input type="checkbox"/>
Ontario South <input type="checkbox"/>	Chile <input type="checkbox"/>
Sydney <input type="checkbox"/>	Belgium <input type="checkbox"/>
Sydney North <input type="checkbox"/>	Malaysia <input type="checkbox"/>
Sydney South <input type="checkbox"/>	Brazil <input type="checkbox"/>
Beijing <input type="checkbox"/>	West Dining <input type="checkbox"/>
Milan <input type="checkbox"/>	East Dining <input type="checkbox"/>
Tel Aviv <input type="checkbox"/>	Executive Briefing Center
Tokyo <input type="checkbox"/>	Universe <input type="checkbox"/>
Warsaw <input type="checkbox"/>	Galaxy <input type="checkbox"/>
Montreal <input type="checkbox"/>	Orbit <input type="checkbox"/>
Bangkok <input type="checkbox"/>	Planet <input type="checkbox"/>
Taipei <input type="checkbox"/>	Comet <input type="checkbox"/>

AV and Set-Up Requirements – Please check all that apply

Computer/Data Projection: <input type="checkbox"/> Power Point Speaker Phone (Polycom): <input type="checkbox"/> Network/LAN Connection: <input type="checkbox"/> Easel/Flipchart: <input type="checkbox"/> Qty _____ Other (Explain): _____ Video Conferencing equipment requires additional fee. (48 hours advance notice required for AV Technician).	Lapel Mic.: <input type="checkbox"/> Qty _____ Hand Held Mic.: <input type="checkbox"/> Qty _____ Power Strip: <input type="checkbox"/> Whiteboard: <input type="checkbox"/> Qty _____
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Additional Requirements

<p>Facilities: Police/Security: Yes <input type="checkbox"/> No <input type="checkbox"/> Housekeeping/Custodial: Requires daily cleanup of conference room. Housekeeper Required: Yes <input type="checkbox"/> No <input type="checkbox"/> Parking: Map and directions/instructions for surface lot parking provided to Organization: Yes <input type="checkbox"/> No <input type="checkbox"/> Parking Passes: provided to Organization for distribution to guests Yes <input type="checkbox"/> Amount _____. No <input type="checkbox"/> Signage Requirements: Yes <input type="checkbox"/> No <input type="checkbox"/> VIP EVENT: (name badges, group information, special needs)</p>
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***Catering services also requires an executed Corporate College Services Agreement. A catering proposal will be attached to this Agreement. Final invoice amounts will be set forth in the proposal.**

***Additional rooms must be scheduled using a separate Exhibit A request form per room.**

Hours of Availability

The Conference Center is available during normal building hours on weekdays between 8:00 a.m. – 5:30 p.m. and after hours on a case by case basis. Additional costs may apply. The Conference Center is closed on LSCS holidays.

Reservations

Conference rooms are reserved on a first come, first serve basis. Customers are required to complete a Conference Room Reservation Request for each reservation at least 48 hours in advance and the reservation is not considered final until the Request is completed, signed and approved.

Rental & Clean-up

After the Conference Room Reservation Request has been signed, your contact at the Conference Center will confirm your reservation. All costs incurred as a result of renting the conference room will be billed to the Organization. Be sure to add in any set-up and break-down time you may require when scheduling the conference room. Organization is responsible for removing any materials, catering items or trash from the assigned room once the event has concluded. Any remaining items will be discarded and an additional clean-up service charge may be assessed.

Cancellation Policy

Should Organization terminate this agreement or cancel/reschedule services set forth in Exhibit A within thirty (30) calendar days of start date for the services, Organization agrees to pay a cancellation fee of 50% of the invoice amount unless service is rescheduled with a confirmed start date within 60 days of the original start date. If Organization cancels within seven (7) calendar days of the start date, Organization agrees to pay a cancellation fee of 100% of the invoiced amount.

Signature of Organization

Printed Name

Title

Date

Signature of LSCS Official

Printed Name

Title

Date

Note: Modification of this Form requires approval of OGC