



# Request for Community Conference Room Use Application

1377 Ridge Master Drive, State College Pa 16803 (814)237-6229

## Reservation Process:

- Call Centre Foundation at 814-237-6229 to check availability and temporarily reserve the Community Conference Room before completing this form.
- To confirm your reservation, submit a completed Request for Community Conference Room Use Application and submit via email to [lauren@centre-foundation.org](mailto:lauren@centre-foundation.org) or fax to 814-237-2624.
- The Community Conference Room is available Mon-Fri, 9:30 a.m. to 4:30 p.m. excluding holidays. No organization may have more than six meetings scheduled at any given time, no more than six months in advance and no more than one meeting per month. If you are requesting for multiple meeting dates, please submit one form for each date.

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Meeting Purpose: \_\_\_\_\_

Date: \_\_\_\_\_ Approx. Number Attending: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Note: Allow ample time for setup/cleanup

**\*REQUIRED** – Please initial each of the following, to confirm your organization understands its responsibility for this reservation:

\_\_\_\_ **Qualified User:** Your Organization is a 501(c)(3) organization in Centre County, local public agency, local affiliate of national 501(c)(3) organization, professional association or affiliate organization.

\_\_\_\_ **Setup/Clean up:** Your Organization is responsible to set up and clean up the Community Conference Room within the timeframe of your room reservation.

\_\_\_\_ **Supplies:** You are responsible for bringing in any needed supplies: ie. easels, paper, markers, copies, laptops etc.

\_\_\_\_ **Food:** Do you intend to bring food to your event? \_\_\_\_ **Yes** \_\_\_\_ **No** If Yes – will it be catered? \_\_\_\_ **Y/N**  
If you bring food, you are responsible for utensils, plates, napkins, cups etc.

\_\_\_\_ **Alcohol:** Do you plan on serving alcohol to attendees over 21 years old? \_\_\_\_ **Yes** \_\_\_\_ **No**  
If yes, please provide Centre Foundation with proof of host liquor liability insurance one week prior to the event, with no less than \$1,000,000 in limits naming Centre Foundation, its Board of Directors and staff as additional insureds.

\_\_\_\_ **Smoking:** No smoking of any kind is permitted on Centre Foundation property.

\_\_\_\_ **Damages:** Your Organization is financially responsible for any damages to Centre Foundation's property, including its facility or equipment, as well as any cleaning costs as determined by Centre Foundation.

\_\_\_\_ **Cancellations:** Call or email Centre Foundation at least 24 hours in advance to cancel.

I have read the "Centre Foundation Community Conference Room Use Guidelines" and, on behalf of the organization named above, my organization agrees to indemnify, defend and hold harmless Centre Foundation and any agent or employee of Centre Foundation from and against all claims and liabilities, whether proceeding to judgement, settlement or otherwise brought to conclusion, arising out of any activities or operation performed by said group on (Date) \_\_\_\_\_.

Signed and Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

Signed and Approved By: \_\_\_\_\_ Date: \_\_\_\_\_