



2 West Lafayette Street | Norristown PA 19401 | 610-755-9400 | [www.mciu.org](http://www.mciu.org)

## Facility Rental Overview

**Application Processing:** Requests are sent to the Conference Center Facilitator for review of proper information and scheduling availability. All completed applications are sent to the Assistant Director for final approval of request and quoted pricing. After these steps are taken, the organization is notified of the approval/denial of the request.

**On-Site Event Coordinator:** Each organization using the facilities must appoint their own On-Site Event Coordinator to oversee the group and associated spectators with protection of the property in mind. The On-Site Event Coordinator's name must be listed on the application and that individual must be in attendance whenever the organization is using the facility. Failure to comply may be grounds for the organization's expulsion and future denial of facility use. (See separate sheet for responsibilities)

**Fees:** Rental fees will be determined depending upon the type of organization. Anyone requesting the use of facilities will be classified into one of the following three classes by the Conference Center Facilitator, and will be subject to the appropriate fee schedule and costs. MCIU reserves the right to require a 10% non-refundable/non-transferrable deposit to hold rooms for scheduled events.

- Class A:** MCIU Member Public School Districts  
(Not including Private or Charter School Districts)  
MCIU Co-Sponsored Events  
Governmental Agencies (MCIU Affiliated)
- Class B:** Non-Profit Agencies  
Governmental Agencies (Non-MCIU Affiliated)
- Class C:** Business and Private Sector Entities

All questions on the process for using our facilities should be directed to Bukola Bedu, Program Administrator of Operations at [bbedu@mcIU.org](mailto:bbedu@mcIU.org) or (610) 755-9461.



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## **On-Site Event Coordinator Responsibilities**

Maintain order of the group you are representing and associated spectators, with protection of the MCIU and its property in mind. The **On-Site Event Coordinator** is expected to secure appropriate help to assure that the stated guidelines are met.

This includes, but is not limited to the following:

- Must advise the group of the MCIU emergency procedures, i.e. fire drill, evacuation, etc. (located in conference rooms)
- Contain the group in the area being used and ensure appropriate conduct at all times
- Food & drinks are allowed only in approved areas
- Monitor rest rooms to insure that inappropriate activities do not take place
- Make sure group leaves facility as clean as they found it
- Report any problems or damage to the custodian. When you are ready to leave, let the custodian know your activity is over
- Enforce the No Smoking on Premises policy

Be advised that the cost of any damages will be the responsibility of the On-Site Event Coordinator and/or the organization using the facility.

On-Site Event Coordinator's name: \_\_\_\_\_

On-Site Event Coordinator's telephone number: \_\_\_\_\_

On-Site Event Coordinator's cell phone number: \_\_\_\_\_

On-Site Event Coordinator's email address: \_\_\_\_\_

On-Site Event Coordinator's signature: \_\_\_\_\_

**THIS SHEET MUST BE RETURNED WITH APPLICATION**



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## **Building Use Regulations**

1. In the event of emergencies, the use of facilities by local/state/federal authorities precludes all commitments.
2. The lessee shall not make any alternations to the premises without the consent of the lessor; neither shall property be removed by the lessee. No property shall be moved from its permanent location without prior permission from the lessor.
3. The facilities will not be available when the facilities are closed due to inclement weather, holidays, etc., without special approval of the Executive Director or his/her designee.
4. The lessee assumes responsibility for using only those areas in the facilities designated on the application. The facility must be returned to the same or better condition than when it was initially occupied.
5. Any MCIU equipment to be used must be requested. The manipulation of lights, kitchen equipment, public address system and any other specialized equipment is to be under the direction of the authorized MCIU personnel.
6. Gambling and the possession and use of alcoholic beverages or controlled substances (drugs) are strictly prohibited in buildings or on grounds. No smoking shall be allowed in the MCIU facilities or on MCIU property. Violators will be reported to the local police for prosecution.
7. No materials or other property may be stored in the building without the permission of the Facilities Supervisor.
8. The lessee is responsible for the preservation of order, including the employment of police for traffic and crowd control, if deemed necessary by the MCIU.
9. The conference rooms, classrooms, or computer lab used by the lessee shall be examined carefully after use, and the lessee agrees to promptly make good any loss or damage occurring during the lessee's use of said facility.
10. Lessee shall not sublet the leased property.
11. **An insurance policy of \$100,000/\$300,000 Public Liability and \$25,000 Property Damage is required. A Certificate of Insurance from the insurance company in the name of the organization is to be filed with the MCIU prior to the issuance of Approval for Use of Facilities.**

12. The requesting organization (and the undersigned officer, agent or representative thereof individually and jointly and severally with the organization) or individual, agrees: (a) to pay for and assume full liability for any loss or damages to person or property or claims thereof resulting to or arising from the use of Intermediate Unit property or facilities by such organization or individual (and those granted access to the facility thereby) whether from an occurrence at the property or facility itself during such use, before or after such use, going to and from such use, in or about available parking areas, or otherwise, (b) to reimburse and hold harmless the Intermediate Unit, the Intermediate Unit Board of Directors, and the members, agents and employees thereof from any such loss, damage, claim or liability but not limited to, it's or their attorneys' fees, and (c) to pay any attorneys' fees and costs paid or incurred by the Intermediate Unit to enforce any obligations imposed under this paragraph or otherwise in this application. This indemnification provision only applies to outside organizations using Intermediate Unit facilities. The MCIU shall be held harmless by the user for any liability that arises from use of the MCIU's facilities.
13. No payment shall be made directly to custodians or students. All fees are due and payable within ten days after billing. Failure to pay on time may result in a rejection of future applications.
14. Use of flammable materials is prohibited; and all fire and safety regulations must be observed.
15. No painting in carpeted areas. No permanent changes to the physical structure of the facility are allowed.
16. If the lessee violates any of the terms or conditions of the lease, the lease shall instantly terminate; and the lessee shall leave the premises.
17. Parking shall be in approved areas only, and the lessee shall be responsible for any damage to grounds resulting from improper use.
18. Any use of the facilities by unauthorized persons must be reported to the MCIU Administrative Office.
19. The lessee agrees to pick up all litter at the conclusion of the activity.
20. No concessions or other items shall be sold on MCIU property without prior approval from the MCIU.



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**Request for Rental of Montgomery County Intermediate Unit Facilities**

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

Address of Organization: \_\_\_\_\_

Organization Contact: \_\_\_\_\_

On-Site Event Coordinator: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Cell phone number: \_\_\_\_\_

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

Is this Organization Non-Profit?  Yes  No (If yes, please provide documentation.)

Day(s) & Date(s) of Event: \_\_\_\_\_

Event title: \_\_\_\_\_

State Purpose of Use: \_\_\_\_\_ Class: A / B / C  
(Please attach a detailed description of the event.) Rental rate: \$\_\_\_\_\_

Hours: From: \_\_\_\_\_ To: \_\_\_\_\_ Preparation/Breakdown Time Required: \_\_\_\_\_

Admission Fee:  Yes  No Amount: \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

Technology Requests: \_\_\_\_\_

Catering Needs: \_\_\_\_\_

**Please submit your request for facility use at least 45 days prior to the event. You will be notified within 10 business days of your submission whether or not your request has been approved.**

I have read the MCIU Building Use Regulations and I accept responsibility for adherence to these policies & regulations. I also understand that failure to abide by these regulations will result in the immediate or future discontinuance of building privileges. I have attached a signed On-site Event Coordinator Responsibilities Form.

Request Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

**Return completed application to Bukola Bedu, Program Administrator of Operations**

MCIU Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**Weekday Pricing**

**Monday-Friday 8:00 am – 4:00 pm**

*\*Class A&B entities collecting a registration/participant fee will be charged Class C pricing*

|   | Class A* |          | Class B  |          | Class C  |          |
|---|----------|----------|----------|----------|----------|----------|
|   | Half Day | Full Day | Half Day | Full Day | Half Day | Full Day |
| Small Meeting Room (14 or less) / Lobby with additional room rental                     | \$0      |          | \$82     | \$140    | \$137    | \$230    |
| Medium Conference Room (15 – 28 Classroom / 60 Theater)                                 | \$0      |          | \$132    | \$220    | \$200    | \$335    |
| Large Conference Room (more than 30 Classroom / 90 Theater) / Lobby without room rental | \$0      |          | \$187    | \$320    | \$250    | \$450    |
| Computer Lab (no more than 28)  | \$0      |          | \$240    | \$430    | \$320    | \$540    |

**Evening/Saturday Pricing**

**Monday-Friday 4:30 pm – 9:00 pm**

**Saturday 8:00 am – 4:00 pm**

|   | Class A* |          | Class B  |          | Class C  |          |
|---|----------|----------|----------|----------|----------|----------|
|   | Half Day | Full Day | Half Day | Full Day | Half Day | Full Day |
| Small Meeting Room (14 or less) / Lobby with additional room rental                     | \$250    | \$500    | \$335    | \$645    | \$385    | \$725    |
| Medium Conference Room (15 – 28 Classroom / 60 Theater)                                 | \$250    | \$500    | \$385    | \$725    | \$435    | \$815    |
| Large Conference Room (more than 30 Classroom / 90 Theater) / Lobby without room rental | \$250    | \$500    | \$435    | \$815    | \$495    | \$915    |
| Computer Lab (no more than 28)  | \$380    | \$630    | \$495    | \$865    | \$550    | \$945    |

*\*Class A&B entities collecting a registration/participant fee will be charged Class C pricing*

The above charges include initial room set-up, projector, screen, and podium. **MCIU reserves the right to require a 10% non-refundable/non-transferrable deposit to hold rooms for scheduled events.** There will also be a cancellation fee (50% of quoted booking rate) for any cancellations received with less than ten business days' notice.

The following services may apply to Class A, B, or C agencies on Evenings/Saturdays:

- Custodial/Security Services: \$75/Hour
- Technical Services: Weekday: \$65/Hour Saturday: \$75/Hour
- **Fees are subject to change**