

MSSCA - Conference Room Rental Agreement

Approval of Use

Use of MSSCA property, including rooms, buildings, grounds, and equipment shall be under the general supervision and control of the Executive Director. The Executive Director may approve or deny facility use requests based on availability and agency needs.

Conference Room rental requests will not be granted for any activity, which in the Executive Director's judgment, may be in any way detrimental to agency property, or counter to the mission and/or goals of MSSCA. Facilities are not available for any use that might result in undue damage or wear, or are not consistent with the use for which the space was designed.

Application Process

All conference room rental requests must be submitted via the agency's website: www.mssca.org/rent. Fill out the web form on the Rental website, attach any requested documents, and specify method of payment. You can pay for your rental request in person at the MSSCA office with cash or check, or you can select the option for an electronic invoice to pay by credit card.

After clicking on "Submit", a confirmation of the request will be sent to the email address supplied in the web form. You will receive, via email, an approval or denial of your request within 2 working days.

Refund Policy

You are entitled to a full refund of your reservation if you cancel at least 2 working days before your requested timeslot. Any cancellation less than 2 working days before your requested timeslot will be refunded at 80% of your payment amount.

The Rules

- Setup and cleanup must take place during your requested timeslot. A small vacuum or floor sweeper is provided for the renter to use. There is an Excessive Cleaning Fee of \$100/hour, billed in 1-hour increments, if facility janitorial staff have to clean up after the renter.
- All conference room renters must provide adequate supervision for the group during activities and be responsible for the group's conformance with the rules.
- Do not sit on tables or anything other than the chairs provided.
- Conference room renter and group must stay on the 1st floor of the MSSCA building and not wander into offices or the stairwells.
- The conference room renter should arrive and leave on time and is responsible for ensuring the same of the group.
- Use of tobacco, "vaping" or e-cigarette devices, alcohol, cannabis or cannabis products, illegal drugs, or activities such as fighting, betting or other forms of illegal gambling, are not permitted on the property or in the building. This is a Tobacco-Free Campus; no tobacco products of any type are allowed in the facility or to be used on the property.
- Report any damage that occurred during use or any unusual conditions found to the Front Desk staff.

- Computers and computer related equipment (except for an overhead projector) are not available and must be provided by the conference room renter. The projector has an HDMI wall hookup.
- The renter shall furnish their own expendable supplies (i.e. paper, pencils, pens, etc., and coffee grounds and coffee supplies [e.g. disposable cups & filters]). MSSCA will supply a coffee maker, carafe, whiteboard markers, and a whiteboard eraser. Please fully erase the whiteboard(s) when you are finished.
- The conference room renter will avoid strong fragrances, including perfume, cologne, hair spray, scented lotions, air fresheners or other scented products while in the building.
- MSSCA is not responsible for loss or damage of personal property by any individuals or groups.
- Animals are prohibited in the MSSCA building, except those animals defined as service animals by the Americans with Disabilities Act.
- Decorations and applications of materials to walls, ceilings and floors will not be permitted without the approval of the Executive Director.
- The Executive Director may impose reasonable conditions to any approved reservation in addition to those specified in this document.

The Legal Stuff

By submitting a conference room reservation request, the conference room renter, herein identified as the “Lessee” agrees to the contents of this agreement and the following indemnification clause for Mat-Su Services for Children & Adults Inc., herein identified as “MSSCA” or “the owner”.

Except for the sole negligence of MSSCA, the owner and to the fullest extent permitted by law, the Lessee shall defend, indemnify, and hold harmless MSSCA and any of the owner’s applicable subsidiaries, from any and all claims demands, losses, and liabilities to or by any third party, including, but not limited to costs, attorney’s fees, expenses and claims for any damages, contributions, or indemnification arising from, resulting from, or connected with services or supplies provided by, or performed under this lease by the Lessee, it’s agents, sub-Lessees, suppliers, and employees, even though such claims may prove to be false, groundless, or fraudulent. The indemnification obligation under this lease shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable to or for any third party, or any employee under any worker’s compensation act, disability benefit act, or other employee benefit act. Entitlement to recovery of costs, attorney fees and expenses under the indemnification obligation shall include all fees, costs, and expenses incurred in good faith by MSSCA, the owner.