**J. S. Wright Forestry Center Rental Agreement- Return Signed Copy to Marlene Mann**

This agreement by and between the J. S. Wright Forestry Center and renter hereinafter referred to as **RENTER.**

**Event Name, College/Dept. –**

**Contact person, phone, email, mailing address –**

**Date sent –**

**Please initial each numbered item prior to signing agreement**.

IT IS AGREED AS FOLLOWS:

1. RENTER will contact Marlene Mann, Conference Coordinator, mmann@purdue.edu or 765-494-3590 regarding the rental of that portion of the J. S. Wright Forestry Center for the sole purpose of the below stated function. For all groups to confirm a reservation for any room, a signed rental agreement is required.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Function Date | Room | Start Time-Please indicate the time you need to be in the building | End Time | Expected Attendance | Rental Charge |
|  |  |  |  |  |  |

1. The J.S. Wright Forestry Center reserves the right to schedule other events within the facility during the same period without prior notice to the RENTER. FNR classes in the Classroom will have priority over RENTER. The J. S. Wright Forestry Center grants RENTER the right to use and occupy that portion of the facility on the dates and times as indicated. It is understood that the above times include the hours necessary for the purpose of installing equipment, preparing the premises and equipment for use, the conduct of the conference/meeting/event, and packing and removal of equipment.
2. **RENTER agrees to the following cancellation policy. Cancellations of reservations more than 90 days prior to the event, no rental fee will be charged. Cancellations made between 90 and 14 days will be charged 25% of rental fee. Cancellations made less than 14 days prior to an event will be charged 50% of rental fee. Cancellations made less than 5 days prior to event will be billed the full rental fee.**
3. The facility rental fee will be billed after the completion of the event. Included in the bill will be any charges incurred from damage to the facility.
4. The J.S. Wright Forestry Center may be opened outside normal operating hours (Monday through Friday, 8:00a.m.-5:00p.m.) with prior consent of the Facilities Coordinator to allow for deliveries, and set-ups for said event. All activities and events must end prior to 11:00 p.m unless arranged with Facilities Coordinator. At that time, the J. S. Wright Forestry Center is closed until next business day. For those events taking place after 5:00p.m., the building can be opened for deliveries, set-up, catering, etc. no more than 2 1/2 hours prior to event. After 5:00 p.m. usage rates will be charged according to (Room Capacities and Rates, Appendix 2).
5. RENTER will confirm room set-ups showing table layouts, food service areas, etc. with the

the Facilities Coordinator prior to the event. The J. S. Wright Forestry Center will provide, at no additional cost: parking, room set-up, tables, chairs, easel and audio-visual equipment with the rental rate.

7. RENTER will confirm food arrangements with the caterer of their choice on their own.

8. RENTER will arrange alcohol service with the Purdue Memorial Union Events Office (765) 494-9606 at least 45 days prior to the event.

9. Specified room or building capacities cannot be exceeded. Room capacities are listed on the banquet/meeting space usage policy. Room capacities are determined and set to adhere to the State of Indiana fire code laws.

1. The RENTER hereby assumes full responsibility for the acts of and conduct of all persons admitted to the Wright Forestry Center or grounds during the period of agreement. If during the term of this agreement, the premises or any portion of the building or grounds are damaged by the act, default or negligence of the RENTER or any other person or persons admitted to the premises by the RENTER, the RENTER shall pay the Department of Forestry and Natural Resources, upon demand, such a sum as shall be necessary to restore the premises to its original condition.
2. No items shall be affixed to the walls of the J. S. Wright Forestry Center except on the bulletin boards. RENTER shall keep said premises clean and generally cared for during the term of the contract. If the J. S. Wright Forestry Center determines that the RENTER’s use of the premises has required additional cleaning and/or repairs, RENTER shall be billed for charges incurred.
3. Renter is responsible for removal and disposal of all trash, leftover food and drinks, meeting materials, etc. after their event has concluded. Glitter, sprinkles or confetti are allowed, but must be cleaned up prior to vacating the premises. A vacuum cleaner is available. A $75 cleaning fee will be assessed if the premises are not left in an acceptable condition.
4. No open flamed candles or helium balloons are allowed in the J. S. Wright Forestry Center. Candles in a hurricane lamp, floating candles in water, or oil lamps will be allowed.
5. The J. S. Wright Forestry Center assumes no responsibility for any property placed or left in neither the Center nor the parking lot. All guests are responsible for lost, damaged or stolen articles.
6. A NO SMOKING and NO TOBACCO policy is in effect inside the J. S. Wright Forestry Center and on the outside patio. Smoking is only allowed in the parking lot 50 feet away from the building.
7. The Wright Forestry Center reserves the right to require security for all after hour functions held in the center. An additional cost will be incurred by the renter as stated in Room Capacities and Rates-Appendix 2. The Wright Forestry Center strongly enforces the laws and regulations of the State of Indiana pertaining to alcohol and the consumption of alcohol. All requests for alcohol must be sent through the Purdue Memorial Union Events Office. Alcohol is not permitted in the J. S. Wright Forestry Center during normal operating hours (Monday-Friday, 8:00am-5:00pm)
8. In providing space to RENTER, the Wright Forestry Center does not relinquish the rights to control the management of the building or to enforce all necessary and proper rules for management and operation of its facilities. The Wright Forestry Center reserves the absolute right of its officers, agents and employees to enter all of the premises, at any time, and on any occasion.
9. RENTER understands that they must vacate the rented space within thirty minutes of the closing of the event, unless with approval of the Facilities Coordinator. A fee of $75 per hour will be assessed to the final bill for any space not vacated after end time.
10. RENTER must abide by the rules and regulations as specified in the Wright Forestry Center Information and Policy document. A copy of the policy will be provided with the agreement form. The Wright Forestry Center reserves the right to deny future requests for space within the facility if the renter does not abide by the Wright Forestry Center Usage Policy.
11. The Wright Forestry Center shall be held harmless from all claims, losses, expenses, and judgments that may result from the acts of the RENTER, caterers, and anyone attending or participating in any such event in the Wright Forestry Center.
12. This agreement is entered into in Indiana and shall be governed by and construed in accordance with the substantive law (and not the law of conflicts) of the State of Indiana. Courts of competent authority located in Tippecanoe County, Indiana shall have sole and exclusive jurisdiction of any action arising out of or in connection with the Agreement, and such courts shall be the sole exclusive venue for any such action.

I ACKNOWLEDGE RECEIPT OF THIS CONFIRMATION AND AGREE TO THE CONDITIONS OUTLINED ABOVE AS WELL. I HAVE READ AND UNDERSTAND THE J. S. WRIGHT FORESTRY CENTER USAGE POLICY.

**Rented By (Please Print) Date**

**Signature**

**Marlene Mann** Date

**J. S. Wright Forestry Center**

**Return signed copy to:**

 **Marlene Mann, Conference Coordinator**

 **Purdue University**

 **Forestry and Natural Resources**

 **715 West State Street, Pfendler Hall**

 **West Lafayette IN 47907-2061**

Appendix 1

**John S. Wright Forestry Center**

**Room Sizes, Capacities, and Rates**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Room** | **College of Agriculture** | **University** | **Student Organizations** | **After 5:00 p.m. staffing fee with a day event****In addition to the regular rate** | **After****5:00 p.m. without a day event** | **Weekend staffing fee****In addition to the regular rate** |
|  | ***Full day rate based on 8:00 a.m. – 5:00 p.m.*** |  |  |  |
| **Conference Room**Approx. room size- 55’ x 44’, 2750 sq. ft.Seating capacity Seminar style - 100 chairs in rows Classroom style - 80 at tables in rows Hollow square style - 45 at tables in a square Dinner style – 80 at rectangular tables | $200 | $250 | $50 | $15/hour | $50/hour | $15/hour/day |
| **Classroom**Approx. room size -50’ x 27’, 1548 sq. ft.Seating capacity: 55-60 | $150 | $200 | $50 | $15/hour | $50/hour | $15/hour/day |
| **Both Rooms** | $350 | $400 | $100 | $15/hour | $50/hour | $15/hour/day |
|  |  |  |  |  |  |  |
| **Hourly rate** |  |  |  |  |  |  |
| **Conference Room** | $25 | $35 | $7 | $15/hour |  | $15/hour/day |
| **Classroom** | $20 | $25 | $7 | $15/hour |  | $15/hour/day |
| **Both rooms** | $45 | $60 | $14 | $15/hour |  | $15/hour/day |

**Customers will be charged the hourly rate plus staffing fee, in addition to the regular room rate, for every hour the facility is used outside the hours of 8:00 a.m. – 5:00 p.m.**

***To rent the Wright Center contact:***

Marlene Mann, Administrative Assistant

Forestry and Natural Resources

Voice: 765/494-3590

Email: mmann@purdue.edu

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Cost Comparison** |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Facility** | **Sq. foot** | **University Rate** | **Student Rate** | **Community Rate** |  |  |  |  |  |  |  |
| Dauch Alumni-Prusiecki Room | 1733 | $300.00  | $75.00  | $500.00  |  |  |  |  |  |  |  |
| Purdue Memorial Union East/West Lounge | 80 dinner | $450.00  | $300.00  | $650.00  |  |  |  |  |  |  |  |
| Ross-Ade Stadium Pavillion Shively Club | 80 dinner | $1,200.00  | N/A | $1,600.00  |  |  |  |  |  |  |  |
| K-State Alumni Center | 1564 | $250.00  | N/A | $500.00  |  |  |  |  |  |  |  |
| NcNamara Alumni Center, Minnesota | 90 dinner | $175.00  | N/A | $350.00  |  |  |  |  |  |  |  |